



## **Road and Bridge Supervisor**

Road and Bridge

RB/3  
Pay Grade 19/A

### **JOB SUMMARY**

This position is responsible for supervising the construction, maintenance and repair of county roadways, bridges and other infrastructure and for supervising refuse collection activities.

### **MAJOR DUTIES**

- Supervises, plans, schedules and assigns work to subordinates; instructs and trains employees in correct methods and procedures; reviews and evaluates employee performance.
- Coordinates efforts and ensures that activities are properly sequenced; inspects work in progress.
- Prioritizes and distributes work orders; schedules work crew assignments.
- Coordinates and supervises the construction, repair and maintenance of roads, bridges, rights-of way, and other county infrastructure.
- Coordinates and supervises refuse collection activities as assigned; prepares customer contracts; coordinates the delivery of trashcans to customers; supervises the collection of residential garbage.
- Assists in maintenance and equipment operation activities as needed.
- Prepares daily and monthly reports, including cost account reports.
- Inspects bridges, culverts and cattle guards.
- Maintains inventory of parts, supplies and materials.
- Directs the maintenance and repair of department equipment; prepares equipment repair work orders.

- Responds to after-hours emergencies.
- Perform any other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the purposes, principles, terminology and practices employed in the construction, repair and maintenance of roads, bridges and other public infrastructure
- Knowledge of related local and state laws, procedures and policies.
- Knowledge of the tools, equipment and materials used in road and bridge construction and maintenance operations.
- Knowledge of departments work safety guidelines.
- Knowledge of computers and job-related software programs.
- Knowledge of survey equipment and materials.
- Skill in reading and interpreting blueprints and plans.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### **SUPERVISORY CONTROLS**

The Assistant Superintendent assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### **GUIDELINES**

Guidelines include county policies and procedures, Civil Service Commission guidelines, and related local, state and federal regulations and laws. These guidelines require judgment, selection and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and maintenance duties. Inclement weather conditions contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the maintenance of county roads and bridges and in the collection of solid waste. Success in this position contributes to a well maintained and safe county infrastructure.

## CONTACTS

- Contacts are typically with co-workers, other county personnel, contractors, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

## MINIMUM QUALIFICATIONS

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Must have a high school diploma or GED from an accredited institution.

## OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.

- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

---

Employee's Signature

Print Name

Date

---

Supervisor's Signature

Print Name

Date