

COTTONWOOD COUNTY

Assistant Highway Maintenance Supervisor

FLSA [] Exempt [X] Non-Exempt

JOB DEFINITION: Under supervision of the Public Works Superintendent, directly performs and/or supervises and inspects daily work activities of workers engaged in highway and bridge maintenance and building repair and maintenance activities. The Assistant Highway Supervisor also acts as the department's Safety Coordinator. The incumbent also performs record keeping in relationship to daily activities and ensures that safety procedures are followed.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

- 1 Assists the Public Works Superintendent with daily crew direction and administrative duties, or takes responsibility for crew direction in the Superintendent's absence.
 - 1.1 Plans, assigns and inspects jobs when required;
 - 1.2 Directs duties and work of truck drivers and blade operators on blacktop repair, gravel hauling, snow plowing, patching, mowing, spraying and all other jobs that may arise within the department;
 - 1.3 Ensures the safety of workers and equipment and prevents interruption of service to the public; uses Gopher State One Call to locate utilities before digging;
 - 1.4 Maintains daily log of time spent on particular jobs, equipment used and location of jobs; prepares reports of injuries;
 - 1.5 Manages Fuel Contract to ensure fuel delivery and the maintenance and inspection of the fuel systems to meet MPCA requirements.
 - 1.6 Manages the repair and maintenance of public works buildings and facilities.
 - 1.7 Plans and supervises the County Weed Control Program.
 - 1.8 Acts as Safety Officer and sets up safety meetings (annual and informal quarterly) – compliance with legal requirements; Instructs employees regarding safety in accordance with OSHA standards.

- 2 Provides road maintenance services to Cottonwood County.
 - 2.1 Operates a variety of light, medium, heavy and specialized equipment engaged in the construction, maintenance, and repair of highways, and other related areas;
 - 2.2 Visually inspects County roads to assess the need for surface or shoulder work, centerline and shoulder striping, draining, weeds and brush, makes recommendations to Public Works Superintendent;
 - 2.3 Performs various manual tasks related to highway maintenance including, but not limited to: controlling snow and ice on roads, graveling roads, laying blacktop, repairing frost boils, etc;
 - 2.4 Performs bridge maintenance, including repairing timber members, approaches, abutment walls, and railings;
 - 2.5 Performs erosion repair, using materials such as rip rap and bituminous flumes, and alleviates log jams;
 - 2.6 Performs culvert and tile repair;
 - 2.7 Purchases pesticides for controlling noxious weeds and maintaining clear zones in the highway right-of-way; plants grass seed, sprays County ditches for weeds and cuts brush.

- 3 Works with Engineering staff, the Public Works Superintendent and the Public Works Director to track and process permits.
 - 3.1 Confers with engineering staff and the Public Works Superintendent to develop maintenance programs or respond to public inquiries or complaints;
 - 3.2 Responsible for driveway, permits - does physical inspection of the proposed site for a driveway and determines if the applicant can build where proposed based on several factors: visibility, utilities, snow issues, etc; determines the length and diameter of the culvert needed and meets with applicant and

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conveys all information; after completion, performs final inspection of the completed driveway to ensure it meets county policy;

- 3.3 Responsible for drainage and utility permits – reviews, files and tracks the permits, inspects the permitted work to ensure it meets requirements, ensures deficient work is corrected and close out permits upon completion;
- 4 Performs maintenance and/or repairs on County equipment and grounds as needed.
 - 4.1 Performs maintenance and repairs on vehicles, equipment, road signs, and facilities as required;
 - 4.2 Performs central or outlying shop and yard maintenance and/or repairs;
 - 4.3 Cuts and cleans brush and trees from roadside to increase road visibility and removes fallen trees from roadway;
 - 4.4 Performs maintenance on trucks, loaders, and other pieces of equipment including cleaning, greasing, and checking for damaged parts.
- 5 Performs other duties as assigned.

KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of the principles and practices of road construction, maintenance and repair.
- Knowledge of state and federal laws governing road construction, maintenance and repair.
- Knowledge of the principles and practices of effective employee supervision, County Personnel Policy and Labor Union Contracts.
- Knowledge of OSHA rules and regulations.
- Knowledge of the hazards and safety procedures regarding herbicide spray applications.
- Knowledge of the road system and political boundaries of the County.
- Ability to read and interpret plans, technical manuals and related sources
- Ability to conduct effective inspections of roads, culverts, and ditches.
- Ability to operate a personal computer including proficiency in Microsoft Excel, Outlook, and Word.
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors, external public agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare various reports, sometimes electronically.
- Ability to use mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform complex calculations involving variable, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests and interpret same, as me be appropriate.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and five years of experience in road maintenance and repair operations or an equivalent combination of qualifying education and experience. Previous supervision or leadership experience is preferred, but not required. Candidates must have or have the ability to obtain current State of Minnesota certifications in Aggregate Production, Flagger – Train the Trainer, Competent Person Training (excavating, crew safety, trenching, etc), and MPCA Storm Water Construction Installer and Non-commercial pesticide license. Possession of a valid State of Minnesota Class A commercial driver's license.

ADDITIONAL REQUIREMENTS: May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Exposure to extreme weather conditions. Exposure to moving vehicles and machinery. Exposure to infectious diseases and hazardous chemicals. Potential exposure to electrical shock, explosive, radiation and vibration. May be subject to a high noise level work environment.

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Employee Signature

Public Works Superintendent Signature

Date

Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.