



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Field Supervisor</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Roads Maintenance Superintendent</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>06/2020</u>
<b>DEPARTMENT:</b> <u>Public Works</u>	<b>JOB CODE:</b> <u>101</u>	

**SUMMARY:**

Under limited supervision, the Field Supervisor oversees the district maintenance facility and activities of multiple crews working on the maintenance of roads, bridges, and right of way in the County transportation system.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Supervises crews in the performance of maintenance operations such as mowing, grading, ditching, equipment and material hauling, bridge maintenance, culvert installation/drainage improvements, crack sealing, concrete panel replacement, chip sealing, tree trimming, snow removal/storm response, and sign maintenance.
- Assigns tasks and equipment for daily activities; coordinates, schedules and assigns/reassigns employees to maximize efficiency of maintenance operations.
- Oversees job progress and quality of work and assists crew leaders with details and work plans.
- Places orders for materials needed on a day to day basis and monitors quality of products and services purchased.
- Assists Roads Maintenance Superintendent in prioritizing work on county roads and bridges.
- Provides training to employees on safety, equipment operations, and maintenance procedures.

- Assists Roads Maintenance Superintendent with utility locates, talking with citizens, evaluation of employee performance, and may make recommendations on employment, promotion, transfer, disciplinary action, and discharge.
- Occasionally will operate equipment and perform labor for training purposes.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic computer knowledge and the ability to learn and use new technology.
2. Basic construction math skills with ability to measure, add, subtract, multiply, divide, and accurately calculate material quantities.
3. Basic knowledge of Boone County road maintenance regulations and standards.
4. Basic knowledge of Boone County Public Works collective bargaining agreement.
5. Skill, coordination, and technical capacity to safely use/operate a variety of tools and equipment identified for use in this job.
6. Ability to communicate effectively and clearly in both oral and written form.
7. Ability to multi-task and have good time management skills.

**PHYSICAL DEMANDS:**

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs. operate hand tools. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Squatting, kneeling, and reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Job requires outdoor work that involves exposure to extreme temperatures, rain, sleet, snow, dust, fumes, and hot/dangerous chemicals or materials, traffic hazards, moving mechanical parts, vibration, and loud noise.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High School diploma, 5 years of road and bridge maintenance experience, which include at least 2 years as crew leader or foreman, or equivalent combination of experience and completion of a specialized training program in road construction, project management, or

related field; knowledge of gravel roads, concrete and asphalt streets, drainage structures, pavement preservation and tree pruning techniques Valid Missouri Driver's License with no automatic or 5<sup>th</sup> wheel restrictions and excellent driving history.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*