

Scott County Government

Position Description Form

Position: Job Title: Assistant Director
Department Name: Road Department
Supervisor Title: Director of Road Department

Position Summary

The Assistant Road Supervisor oversees the construction, maintenance, and repair of the county road system and related public works. This position is supervised by the department director.

Duties and Responsibilities

- Assists with planning, organizing and directing the ongoing construction, maintenance and repair program(s) for county roads, including, but not limited to road clearing, street marking and related public works activities.
- Leads crews as needed with responsibility including but not limited to one of the three following areas; 1) Mowing and greenway maintenance, 2) Road repair, shouldering and paving crew; 3) General maintenance to include right of way maintenance, clearing trees, brush, cleaning out culverts, etc.
- In absence of the Director, plan and direct all workers engaged in the construction, maintenance, and repair of roadways and related facilities
- Assists with determining and recommending priority of roads to be maintained/repared and the methods and materials to be used
- Assist with providing direction regarding the maintenance and repair of related county equipment
- Inspects and/or repairs roadways and drainage systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Operates all equipment used in the department operations, including, but not limited to, dump trucks, snowplows, backhoes, tractors, front-end loaders, chippers, mowers, etc.

- Determines the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- Order materials, parts, and supplies
- Advise and assists staff when needed
- Performs other duties as assigned or required

Position Dimensions

Education and Experience:

- High School graduate or GED equivalent
- Five years' experience in the construction, maintenance, and repair of roads

Special Knowledge, Skills, and Abilities:

- Considerable knowledge of methods, principles, materials and equipment employed in the construction, maintenance, and repair of a county road system
- Ability to plan, organize and direct the work of a moderate-sized staff of employees
- Ability to express ideas effectively, orally and in writing

Supervisory Responsibility:

- Supervises Equipment Operators and Laborers

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- ✓ 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- ✓ Extremes of cold and temperature changes
- ✓ Extremes of hot and temperature changes
- ✓ Wet Surroundings: Contact with water or other liquids
- ✓ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort
- ✓ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing
- ✓ Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day
- ✓ Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction
- ✓ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell
- ✓ Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.