



CLASS SPECIFICATION FOR:

## Road Maintenance Shop Supervisor

### General Statement of Duties:

Serves as a working first line supervisor; supervises the day-to-day work activities of employees whose primary responsibilities are the maintenance of department vehicles and equipment; performs a wide variety of maintenance, equipment operation and other duties as needed; does related work as required.

### Distinguishing Features of Class:

Primary responsibilities include the day-to-day supervision of work activities of assigned staff in the Preventive Maintenance Shop performing a variety of day-to-day tasks pertaining to the maintenance of department vehicles and equipment; coordinating assigned staff's activities to ensure the efficient completion of work assignments and operation of the Road Maintenance Shop; ensures vehicles and equipment are maintained in safe operating condition and ready for use when needed; serves as a working supervisor as needed to ensure the safe condition of equipment and efficient operations of the Preventive Maintenance Shop and the department. Work is performed independently under the general supervision. Researches and resolves, or recommends resolution, of a wide variety of problems with unusual issues referred to the supervisor or appropriate department staff.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Supervises the work activities of assigned staff in the Preventive Maintenance Shop in a variety of day-to-day tasks pertaining to the maintenance of department vehicles and equipment;
- Serves as working supervisor performing a wide variety of maintenance, diagnostics and troubleshooting, technical repairs and adjustments, wiring and electrical work, welding, equipment operation, and other duties as needed to ensure safe operation of equipment and efficient operations of the Preventive Maintenance Shop and the department;
- Responsible for day-to-day supervision; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; inspecting completed work for conformance with instructions and other requirements; maintaining time and work order records; handling performance issues; completing and delivering performance appraisals, etc. for assigned staff;
- Trains employees on the safe operation, required maintenance, hydraulic and electrical properties of department equipment;
- Ensures supplies, equipment, tools, etc., are readily available for staff's use, includes approving supply requests and ordering supplies following current Department and County procedures and serving as liaison with other departments as needed for ordering and stocking supplies and equipment;
- Ensures all required safety equipment is stocked in vehicles and equipment;
- Performs the following environmental duties: ensures that all EPA standards that are applicable to the shop are met at all times; performs all required environmental actions for the shop, exterior shop lot, and surrounding areas as needed; verifies that all required environmental products are available in all vehicles and equipment; gives suggestions on environmental compliance as relates to everyday activities pertaining to road maintenance; and assures all employees in department are kept up on environmental training and have the necessary equipment to handle any environmental issues;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Safely operates a wide variety of County commercial and non-commercial vehicles and heavy equipment with complex controls, demonstrating a high degree of skill and manipulative ability in all types of weather conditions as needed;
- Safely operates a wide variety of gas-powered, electrical and pneumatic equipment as needed;
- Assists with and participates in the department's response to all types of emergencies, including inclement weather, and performs related operational and manual assignments as needed;
- Participates in all scheduled meetings and trainings;
- Assists with or handles special projects as assigned;
- Develops and maintains a considerable up-to-date working knowledge and understanding of the Division's operations and department-specific equipment utilized in support of road construction and maintenance;
- Maintains a Class A CDL driver's license with any endorsements necessary to drive, operate and tow County vehicles and equipment necessary for and incidental to the construction and maintenance of roads and adjacent areas Countywide;
- Maintains current valid certifications as required to perform assigned duties;
- Performs other duties as assigned.



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### Required Knowledge, Skills and Abilities:

Considerable knowledge of the Division's operations and equipment; advanced ability to manipulate heavy motor equipment with constant attention to safety of operation in order to prevent accidents; sound working knowledge of general maintenance and repair of motorized equipment and equipment specific to road construction and maintenance; advanced ability to safely and appropriately repair and maintain heavy equipment; physical condition that will permit heavy lifting, loading, pushing, reaching, stooping, and climbing while working under adverse temperatures and weather conditions; sound working knowledge of a wide variety of methods, equipment and materials used in road and drainage maintenance; basic working knowledge of the hazards in laboring work and of necessary safety precautions; considerable knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; sound welding skills to create safe welds using various welding tools and techniques; sound math skills with the ability to accurately track and report inventory, track and manage to an approved budget, maintain and prepare reports as assigned; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to read and accurately comprehend, interpret, apply and communicate technical information accurately; ability to work under and fully understand and communicate detailed and complex instructions from the immediate supervision of a supervisor or who issues oral and written work assignments; sound problem solving skills with the ability to appropriately resolve a wide variety of issues; may require the ability to research issues and identify solutions; good supervisory skills including strong training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to assign, oversee, and inspect the work of a small work group of unskilled and semi-skilled road maintenance technicians engaged primarily in routine maintenance operations; ability to work independently and with a team to complete assigned tasks safely and on time; ability to collaborate effectively with all levels of department staff; personal accountability including teamwork and establishing and maintaining positive working relationships with all levels of department staff; good communication and good interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; efficient computer skills with ability to create, track and approve records in various systems used by the Department and the County; sound working knowledge of forklift operations with the ability to train others on the safe operation of forklifts; excellent customer service skills, tact, and courtesy with the ability to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles and equipment. Requires ability to work a flexible schedule that may occur any day of the week, including weekends, and during various day and evening hours as needed.

### Minimum Education and Experience:

Education: Completion of high school with relevant coursework preferred;

Experience: Four (4) years of relevant work experience maintaining and operating heavy equipment; previous supervisory experience preferred;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license with a safe driving record.
- Requires a valid Class A CDL with tank endorsement N and without restrictions.
- Requires a valid VDOT flagging certification.
- Requires a valid confined space certification (may be obtained through County training).
- Requires a valid forklift operator's certification (may be obtained through County training).