



ROAD MAINTENANCE ASSISTANT SUPERVISOR JOB DESCRIPTION

Job Title: Road Maintenance Assistant

Job Code: RM118

Supervisor

Effective Date: October 2007

Pay Grade: 121

Revision Date: February 2020

FLSA: Non-Exempt

NATURE OF WORK

Under general supervision, coordinates and leads the daily activities of Public Works Department (PWD) road maintenance work crews, in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS:

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

- Leads work crews performing construction and maintenance activities; assures that all safety rules, regulations and policies are observed on the job site.
- Coordinates and schedules staff, vehicles and equipment; prioritizes and assigns tasks; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Trains work crew in road maintenance procedures, techniques and safety standards; instructs crew in the proper use and maintenance of equipment and tools; works with staff to correct performance deficiencies.
- Coordinates and leads roadway and infrastructure maintenance projects; completes work projects to meet PWD standards; prepares daily activity, material, and equipment usage reports.
- Monitors and enforces adherence to PWD policies, procedures and standards.
- Inspects County roads, roadways and infrastructure and recommends maintenance procedures and priorities; reviews approach permits and recommends revisions as appropriate.
- Controls ongoing work projects to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; coordinates work with other departments and public utility companies.
- Collects information, prepares reports and maintains records as required; performs a variety of administrative, record keeping, and support tasks as assigned.
- Coordinates the inspection and maintenance of vehicles and equipment according to PWD standards; identifies and reports mechanical problems requiring additional repair.
- Oversees traffic control and flagging activities as needed; assures safety rules and regulations are followed on all work zone and flagging sites.
- Investigates complaints and meets with citizens on PWD projects; responds to questions and resolves issues within scope of authority.
- Responds to emergencies as needed, dispatches and accounts for crew activity during emergency events.
- Lewis County essential personnel (24/7 emergency response).

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed outdoors at construction sites, maintenance facilities and outside environments with exposure to inclement weather. Moderate physical demands; strength sufficient to lift and move items weighing up to seventy five (75) pounds; may be exposed to safety hazards, dangerous tools, hazardous chemicals, and equipment.

EMPLOYMENT STANDARDS:

High School Diploma or GED equivalent AND three (3) years' experience as a Road Maintenance Equipment Operator OR three (3) years' experience in Road Construction or Lead position within Maintenance and/or Construction.

Must possess a valid Commercial Driver's License, and Washington Traffic Control Flagger card; must complete First Aid/CPR training programs, and obtain Certified Operator status for specified equipment; additional technical training and certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Methods, materials and equipment used in road construction and maintenance.
- Principles, practices and techniques of road and infrastructure maintenance and repair.
- Traffic laws and regulations involved in truck and equipment operations.
- Materials, equipment and methods used in traffic control signing and marking operations.
- Techniques of traffic control.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Federal and state safety laws and regulations, including drug and alcohol testing guidelines for CDL.

Skills in:

- Providing leadership, assigning work, and working independently at work sites.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Safe and efficient operation and maintenance of trucks and equipment according to standard operating and safety procedures.
- Inspecting roads and infrastructure and determining maintenance procedures.
- Inspecting, servicing and maintaining vehicles and equipment according to standard operating and safety procedures.
- Proper use of traffic signing for road maintenance and flagging procedures.
- Maintaining records and files.
- Establishing and maintaining effective working relationships with co-workers
- Communicating effectively and following verbal and written instructions.

Employee

Employer

Date