

Uintah County

Job Description



Title:	Road Right of Way Supervisor	Code:	308
Division:	Operations	Effective Date:	04/14
Department:	Road	Last Revised:	04/14
FLSA Cat:	Non-Exempt	Pay Grade:	27

GENERAL PURPOSE

Performs a variety of **technical duties** related to planning, organizing and coordinating the development, implementation and conducting encroachment inspection program for public works projects and service systems combined with coordinating county signage and warning devices.

SUPERVISION RECEIVED

Works under the general supervision of the Road Department manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Coordinates involvement of local contractors, special districts, the city departments and local utilities as needed to produce the most comprehensive view of planned public works development and community development projects requiring compliance with encroachment ordinances. Assists Road Department Manager in budget planning, monitors expenditures, and attends pre-construction meetings when requested.

Conducts routine and complex inspections of a variety of projects related to general improvements to public right-of-ways such as earth work, surface, and surface restoration, landscaping, water and sewer lines and hookups, manholes, storm drain structures, curb, gutter, sidewalks, driveways, parking lots, water ways, etc.; approves continuance of work progress or issues "stop work" notices. Assures compliance with Road Encroachment Ordinances and Manual on Uniform Traffic Control Devices (MUTCD). Supervises and monitors county sign and submits striping recommendations, construction and work zone signing, and conducts annual traffic counts.

Monitors work performed in public right-of-ways by private contractors, utility companies, and public entities to assure pedestrian and vehicle safety. Ensures quality standards are achieved; reviews and inspects work associated with bonds posted with permit applications; upon acceptance, authorizes release of bond. Develops and maintains good working relationship with contractors, utility companies, public entities, county and state officials; working on compliance with established specifications and initiates changes in procedures as needed.

Maintains daily project records; prepares work schedules, determines plan conformity to established standards; works with law enforcement on safety and traffic issues. Instruct employees in proper operation and safety functions; assists employees to correct deficiencies; monitors performance and makes recommendations affecting employment status such as retention, advancement, discipline and discharge.

Discusses construction problems with Road Supervisor, contract engineer(s), contractor or other personnel; evaluates scope of problem and determines alternative course(s) of action; exercises professional judgment where errors could produce costly consequences.

Operates medium to heavy equipment such as dozers, snowplows, sanders, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus, one (1) year of specialized training in engineering methods and practices related to testing and compliance; provided through technical college, professional workshops or university studies or on the job training;

AND

B. Four (4) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to public works projects; engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills; the use of a variety of technical engineering equipment; political, legal and governmental processes affecting various encroachment issues, ordinances and guidelines. **Considerable knowledge of** liability issues associated with signing regulations; hazards and safety standards common to light to heavy equipment operation; principles and techniques of heavy mechanized equipment maintenance; various departmental, state and/or federal standards related to specialty operations, i.e. signing, roads, bridges, etc.; **working knowledge of** county road system.

Considerable skill in the art of diplomacy and cooperative problem solving.

Ability to communicate effectively verbally and in writing with; elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must be certified as a Traffic Control Technician attained through the ATSSA.

Must be able to attain the Traffic Control Supervisor certification through ATSSA within six (6) months.

Must possess a valid Utah Class "A" Commercial Drivers License.

Must become a certified flagger.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)