

IOWA COUNTY POSITION DESCRIPTION

Position Title: Road Construction Lead **Department:** Highway Department

Supervisor(s) : Highway Commissioner, General Patrol Superintendent, State Patrol Superintendent and Office Administrator

Governing Committee: Committee on Transportation

Hourly Wage: \$17.10/hr. starting, \$17.58/hr. after 90 days \$18.96/hr after 180 days, \$19.34/hr. on January 1, 2011.

Pay Grade: VI **FLSA:** Non-Exempt **Employee Group:** Highway Union, Local #1266 AFSCME

PURPOSE OF POSITION:

Direct and supervise the operations of the Iowa County Highway Department road construction grading equipment operations, as well as perform other jobs when required.

Essential Duties and Responsibilities:

The following duties are customary for this position. These are not to be construed as exclusive or all-inclusive – other duties may be required and assigned.

- Directs and supervises the department's heavy equipment operations primarily including scraper, dozer, excavator, backhoe, end-loader, and motor patrol (blade).
- Direct supervision of the road construction to improve and maintain productivity and efficiency.
- Assigns and routes personnel and equipment including road grading operations and winter maintenance crews; dispatch personnel in absence of the Highway Commissioner or Superintendent(s) as delegated.
- Reviews overall project scope and tasks with the Superintendent(s), Highway Commissioner, equipment operators, etc.
- Reviews grading, stream-bank restorations, retaining walls, embankments, ditch construction and repair, beam-guard installation, concrete pavement and joint repairs, bridge/structure repairs, road layout, sets grade stakes, interpret blueprints, and other road construction related tasks.
- Review material invoices and file reports documenting the amount of material, fuel and labor used.
- Directs ditch cleaning, culvert, storm sewer, and structure installations.
- Operates equipment as needed.
- Maintains work standards, safety, and quality

Additional Duties and Responsibilities:

- Training of employees.
- Reviews employee labor/timesheets.
- Assists highway commissioner and superintendents by acting as a highway spokesperson with land owners, motorists, law enforcement personnel, Digger's Hotline personnel, and the State Department of Transportation personnel.
- Fuels equipment at job site.

(Revised 10/06)
(Revised 11/08)
(Revised 04/10)
(Revised 06/10)

- Transports materials to job site.
- Assists with plowing and winging snow.
- Cleans debris from roadway.
- Assist with weed and brush control.
- Perform any other duties assigned.

Minimum Training and Work Experience Required to Perform Job Functions:

- High school diploma/GED required (must be at least 18 years of age)
- Must have a valid Commercial Drivers License with classes A, B, C, D and N endorsement, with no brake restrictions. Employee will be allowed 30 calendar days from date of job being awarded initially to obtain N endorsement.
- Minimum of five years of recent road construction experience is required, including the daily care, maintenance, and operation of road construction equipment and trucks.
- Minimum five (5) years previous road construction supervision experience preferred.

Knowledge, Skills, and Abilities Required to Perform Job Functions:

- Requires regular attendance.
- Ability to communicate effectively with peers, subordinates, and supervisors.
- Ability to use and operate radio, telephone, calculator, copy machine, computer terminal, fax machine.
- Ability to use and operate measuring devices, hammers, wrenches, screwdrivers, shovels, brooms, automobile, truck, material handling equipment, plow snow, and first aid equipment.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to assemble, copy, record and transcribe data.
- Ability to classify, compute and tabulate data and information.
- Familiarity with basic survey principles related to road construction grade stakes, alignments, and elevations.
- Ability to counsel, mediate, and provide first line supervision.
- Ability to persuade and convince others, and to advise and interpret how to apply policies, procedures and standards to specific situations
- Ability to utilize descriptive data and information, such as regulations, blueprints, vacation schedules, time cards, vehicle maintenance reports, gas cards, plat books, highway safety manuals and general machinery operating manuals.
- Ability to communicate effectively with Department personnel, land owners, motorists, law enforcement personnel, Digger's Hotline personnel, and the State Department of Transportation personnel.
- Hearing and eye protection as well as other safety protection devices are worn in this position.
- Ability to understand and follow verbal and written directions
- Ability to read, write, add, subtract, multiply, divide, calculate percentages, fractions and decimals
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading and directing.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Corrected vision and hearing to functional level.

Working Environment:

- Over 75% of the time, work is performed in the workplace environment.
- About 50% of time is spent in a poorly ventilated area.
- Approximately 25% of time there could be exposure to fumes, mists, and gases.

- About 10% of the time or less would involve working outside the workplace environment, exposure to levels of noises that are very loud, distracting and/or uncomfortable and exposure to hazardous chemicals. In unusual situations, extreme cold conditions are present, dramatic shifts of temperature between extreme cold and normal or hot temperatures, extreme heat, temperature changes, wet and humid conditions, and vibrations.
- Certain hazards-mechanical, electrical, burns, explosives, heights, fast moving vehicles. Noxious odors, dust, and working in a physically confined worksite are also present in unusual situations.
- Ability to work under moderately safe and comfortable conditions when environment factors such as temperature variations, odors, toxic agents, machinery, noise, vibrations, wetness, and/or dust are present

Physical Requirements:

- Over 75% of time spent hearing, perceiving sounds, including spoken words, in order to understand signals such as spoken directions, warning alarms, or requests for information, assess conditions in the work environment, a low amount of handling, and a low to medium level of fingering.
- About 50% of time is spent sitting, talking, using near vision, a low level of lifting objects weighing 10 lbs. or less, and a medium level of handling.
- Approximately 25% of time is spent walking, bending/twisting, a medium level of lifting objects weighing 20-40 lbs., a low to medium level of carrying objects weighing 10-40 lbs., a low to medium level pushing/pulling objects weighing 10-25 lbs., and a high level of handling.
- About 10% of time is spent standing, stooping, grappling, climbing using legs and feet, reaching, feeling, using far vision, a high level of lifting objects weighing 50 to 80 lbs., a high level of carrying objects weighing 50-80 lbs., and a high level of pulling or pushing a load of 100 lbs. In non-routine situations, it is necessary to kneel, crouch, climb, balance, a very high level of lifting objects weighing 100 lbs. or more, carrying, pushing/pulling objects weighing 100 lbs. or more, and a high level of fingering.
- Ability to operate road maintenance and repair equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments including trucks, loaders, measuring tools, and hand tools.
- Ability to exert moderate physical stress in sedentary to medium work, involving climbing and balancing.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, textures associated with objects, materials and ingredients.
- For additional information on physical demands, refer to the Position Inventory

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Applications will be accepted until position is filled. First review of applications is scheduled for July 19, 2010.