



# Josephine County, Oregon

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## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Operations Supervisor  
Department: Public Works  
FLSA Status: Exempt  
WC Code: 5506  
Effective Date: January 30, 2006  
Last Revised: April 26, 2017  
Pay Grade: NU16  
Union: Non Union

#### SUMMARY

Organizes, supervises and participates in the maintenance, repair and construction of roads, bridges and County facilities buildings; oversees or participates in the functions of related Public Works operations; does related work as required. An employee in this class is responsible for planning and coordinating equipment, materials and personnel for maintenance, construction and repair activities in the Roads and Bridges Program. Work is performed under the general supervision of the Superintendent who reviews work on the basis of results attained. Supervision is provided to Road Workers and Coordinators assigned to specific areas of responsibility.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Assigns personnel and coordinates equipment needs for the maintenance, construction and repair work on roads, bridges and County facilities.
2. Participates in various maintenance, repair and construction tasks such as chip seal; pavement marking; asphalt patching; installing signs; electrical and plumbing repair; and minor bridge construction.
3. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action, and recommending hiring and termination decisions.
4. Patrols and inspects roads and areas to identify potential hazardous conditions; recommends, as well as organizes and budgets for maintenance or construction projects to correct the problem.
5. Orders supplies and materials needed to perform assigned projects.
6. Responds to public complaints and takes necessary action to resolve.
7. Maintains appropriate records related to departmental programs and activities.

8. Makes recommendations for the development and maintenance of operating budgets, prepares and collects bids, contacts and notifies the public regarding local area projects.
9. Reviews work in progress to ensure safety standards are met, as well as compliance with all state and federal standards and laws, and upon completion for quality of work.

### SUPERVISORY RESPONSIBILITIES

Supervises subordinate employees including assigning and reviewing daily work, evaluating performance, training, taking necessary disciplinary action, and recommending hiring and termination decisions.

### QUALIFICATIONS

Considerable knowledge of the materials, equipment, methods, and techniques used in road maintenance and repair; bridge repair and construction; building maintenance; safety practices and precautions in performing responsibilities; principles of supervision and personnel practices. Assign and review the work of others; deal courteously and tactfully with the public; communicate effectively both verbally and in writing; understand and follow oral and written instructions; maintain records; establish and maintain effective working relationships with employees, the general public and outside agencies.

### EDUCATION AND EXPERIENCE

Bachelor Degree in a related field plus three (3) or more years experience or a minimum of three (3) to five (5) years of progressively responsible experience in road maintenance and construction work, including supervisory and leadership responsibility; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

### JOB IMPACT

Consequence of error could include exposure to lawsuits due to undetected problems or unanswered complaints resulting in damages or accident to the public. Problems encountered generally revolve around complaints received from the public concerning encroachment problems, right-of-ways, signs, brush clearing, and all aspects of road maintenance; also ensuring the employee and the general public's safety when working on projects.

### JOB CONTACTS

Contacts are with other County departments, City departments, State agencies, and private contractors to schedule and coordinate special projects; and the general public in receiving and giving information.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

The use and operation of equipment necessary to construct, maintain or repair county roads or facility.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Possession of or ability to obtain certification for first aid, CPR and "First Responder-Awareness" training. Certification in Traffic Control.

### WORK ENVIRONMENT

Work is performed in the field. Performing field work requires working in all types of weather conditions, exposure to heavy traffic, lifting, bending and walking. The position is impacted by urgent time deadlines; repetitiveness;

uncontrollable work flow; the need for extreme accuracy or precision; uncontrollable interruptions; and irregular, unpredictable work hours as the position has on-call responsibility to respond to emergencies and storm conditions and works overtime during peak season work loads.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50 + lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>