



# Josephine County, Oregon

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## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Road Surface Coordinator  
Department: Public Works  
FLSA Status: Non-Exempt  
Job Code: 3478  
WC Code: 5506  
Effective Date: June 26, 2009  
Last Revised: March 3, 2017  
Pay Grade: O50  
Union: SEIU

#### SUMMARY

Performs a wide variety of road surface maintenance work and projects involving a broad range of principles and practices, including evaluating, rating, and marking for road surface repair. Provides training and assistance; works in a lead position and problem solves with employees engaged in road surface maintenance operations, schedules and assists in directing surface maintenance procedures and projects of all types. Reviews performance and work products upon completion, and evaluates programs to ensure conformance with established specifications and standards.

This position is responsible for planning, scheduling, assigning, and overseeing road surface maintenance performed by all classes of road workers. The incumbent typically has successfully completed extensive professional and technical training courses and acquired extensive knowledge of road surface maintenance procedures and practices. Individuals must possess the skills to proficiently, and independently, evaluate, rate, direct, and perform the most complex road surface maintenance projects and work. Position requires the ability to discern needs, devise, and/or adapt practices, procedures and equipment to accomplish desired results. Works under the general supervision of an Operations Supervisor who may assign projects as necessary. Assists in directing leads, and participates in all aspects of road surface maintenance, including road base repairs, blade patching, chip seal, and drainage.

#### 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. Under the general direction of an Operations Supervisor, assists in supervising and participates in the planning, coordination and reviewing of all work related to the department's road surface maintenance activities.
2. Assists in supervising, leads, assigns, participates in, and inspects the work of crews involved in all aspects of road surface maintenance. Trains and instructs crews in the proper practices and procedures associated with road surface maintenance.
3. Responsible for the safety and work of the crews, equipment, and public in a work zone.

4. Ability to perform minor repairs and be responsible for identifying equipment maintenance needs and requesting repairs.
5. As authorized, estimates, schedules and orders rock, asphalt, chip seal emulsion oils, culvert and other road maintenance supplies; is responsible for inventory control and storage. Establishes and maintains record keeping systems tracking amount, type, and location of supplies used. Participates in the development of preliminary budget and advises Operations Supervisor on budget needs for the road surface maintenance program.
6. Investigates, responds, and follows up on citizen requests and complaints relating to road maintenance.

#### SUPERVISORY RESPONSIBILITIES

This position requires an individual with the knowledge, skills, and ability to effectively and independently lead and train assigned employees in the performance of a broad range of duties related to all aspects of road surface maintenance.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Must have thorough working knowledge of materials, equipment, and applicable state laws regarding maintenance activities, and some knowledge of the principles of supervision and personnel practices. Ability to assign, oversee, lead, and review the work of crews in an efficient and effective manner; communicate effectively both orally and in writing. Must be able to perform basic math computations to prepare and/or assist in the preparation of cost proposals; interpret plans and specifications; prepare logs, reports, and records of work. Basic working knowledge of basic business computer use; including word processing and spreadsheets. Ability to develop and evaluate work plans, establish and maintain effective and harmonious working relationships with all employees, and to deal tactfully with the public.

#### EDUCATION AND EXPERIENCE

Bachelor Degree in a related field plus two (2) years' experience or three (3) to five (5) years of progressively responsible experience in all practices, procedures, and equipment used in road maintenance and drainage programs, including leading of road workers; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Requires extensive training and experience in road maintenance and drainage. Thorough knowledge of chip seal application and asphalt maintenance, safety control procedures and in handling related hazardous materials; motivation to participate in the training and implementation of new maintenance technologies and hazardous communications pertaining to all aspects of the department's road surface maintenance program.

#### JOB IMPACT

The consequences of error could include exposure to lawsuits and financial loss due to undetected problems or unanswered complaints resulting in damages or accidents involving employees and/or the public.

TYPICAL PROBLEMS ENCOUNTERED: Problems encountered generally revolve around complaints received from the public concerning road surface failure or damage, and drainage within County right-of-ways; and ensuring the safety of employees and the general public when working on projects.

#### JOB CONTACTS

Contacts are made with other Public Works employees, other County department employees, the general public, representatives of state and local agencies, and vendors to provide or obtain information, respond to inquiries, or provide advice on the department's road maintenance activities.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, construction plans, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively, give and follow written and oral instructions.

#### 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret plans and specifications, and ability to complete simple logs, reports and records of work.

### OTHER SKILLS AND ABILITIES

Use and care of tools, equipment and material used in road surface maintenance, and the effective and safe operation of all departmental equipment and machinery pertaining to those activities.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Class A Commercial Driver License with a safe driving record and the ability to obtain any necessary endorsements. Certification for First-Aid and C.P.R. Certification in Traffic Control. Certification in "First Responder-Awareness" training. Ability to obtain certification for maintenance of waste water collection systems and special state licensing for applications of herbicides. This position is subject to the Federal Motor Carrier Safety Administration (FMCSA) rules and regulations including random drug and alcohol testing. As a condition of continued employment, incumbents are required to comply with DOT drug and alcohol program testing requirements and all associated County policies.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in the field. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; hazardous chemicals; and vibration. The noise level in the work environment is usually very loud.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation/DOT pre-employment physical and a criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Pre-employment alcohol and drug testing, and ongoing testing in accordance with Department of Transportation (DOT) guidelines, is required.

### 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = Up to 75 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: Ability to operate equipment			
<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 type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>