



## **Roads Dump Trucks Supervisor (2410)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 15

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to supervise workers, including inmates assigned to work detail, engaged in operating dump trucks and performing maintenance and repair work on County roadways and other infrastructure as assigned.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Coordinates daily work activities of assigned staff and inmate work details: organizes and prioritizes project tasks; makes work assignments and evaluates work; monitors status of work and inspects completed work; troubleshoots problem situations; and provides technical expertise regarding routes to work locations, soil composition in work locations, equipment operation, and other work activities.

Supervises and operates vehicles to complete tasks related to the maintenance, repair and construction of County roadways, rights-of-way, and other infrastructure projects; drives vehicle over public roads, work sites, rights-of-way, parks, public works facilities, and other County property; maneuvers in and around traffic, parked cars, equipment, utilities, and other obstacles; obeys all traffic laws and safety guidelines; and monitors immediate environment and work area to ensure the safety of operator, other workers, the equipment, and the public.

Supervises and drives single, tandem, and tri-axle dump trucks in order to transport and haul materials between original and final destinations for use in maintenance and construction projects or sanitation activities: positions vehicle to allow for the most efficient and effective loading or dumping of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; and operates truck and dumping mechanism simultaneously to spread materials along prescribed path to required specifications.

Monitors work environment and use of safety equipment to ensure safety of employees and other individuals: initiates any actions necessary to correct deviations; coordinates setup of work safety zones to maintain safety and traffic control at work sites, including flagging of traffic and setup of safety cones, barricades, and road/warning signs; monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; and reports any incidents, accidents, problems, or unusual situations.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a service truck, dump truck, backhoe, mini-excavator, bobcat, power and hand tools, measuring instruments, or two-way radio.

Performs general cleaning/maintenance tasks necessary to keep equipment in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, replacing parts, washing/cleaning equipment, etc.: monitors equipment operations to maintain efficiency and safety; and prepares work orders for repairs.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by three years of experience in driving and operating dump trucks and other equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia Commercial Driver's License (CDL), including appropriate endorsements. Must possess and maintain Correctional Officer certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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