

CODE: 4110

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: PUBLIC WORKS SUPERINTENDENT  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs supervisory work installing, repairing, and replacing roads and bridges for Thomas County. Work involves supervising all construction, maintenance, and repair of dirt and paved roads, driveways, parking areas, walkways, etc.; supervising and checking employees and inmates involved in the projects and duties; and being on-call 24/7 for any and all engineering related to maintaining the roadway systems of Thomas County. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy, and firmness in working in contact with the general public. Reports to the Assistant Public Works Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Schedules and supervises road construction for Thomas County.

Performs light surveying and staking.

Calculates and schedules materials needed for projects.

Supervises basing and paving operations, clearing, grading, drainage, grassing, fertilizing, erosion control, etc.

Inspects roads for maintenance problems.

Ensures the proper signs and safety of work zones.

Schedules job assignments for construction and maintenance crews.

Maintains inventory for jobs such as rock, silt fence, pipes, etc.

## ROAD AND BRIDGES SUPERVISOR

Operates heavy equipment when needed.

Rents equipment as needed.

Assigns crews for new driveways, installations, road repairs, etc.

Inspects vehicles.

Serves as Flagging Instructor and on National Safety Council.

Performs maintenance work such as dragging roads, pulling ditches, patching potholes, cutting right of way, installing and repairing workstation in roadways and ditches, filling in abandoned wells, etc.

Supervises Sanitation Truck Drivers and crews.

Performs and supervises maintenance and repair of roads and bridges.

Runs transit and level to stake out cross drainpipes.

Supervises the cleaning of right of ways and ditches.

Supervises and directs the mowing and chipping on roadways, drive pile on bridges, running dragline, etc.

Operates heavy equipment such as bulldozer, loader, excavator, etc.

Directs the picking up of paper on roads, and cleaning up of trash sites.

Meets with property owners.

Receives and/or reviews various records and reports including concrete ticket, completed work order, steel ticket, driveway pipes, asphalt weight tickets, bulk cement weight tickets, Department of Transportation contracts, right of way plats, personal checks, time cards, easements, and various other records, reports, memos, correspondence, etc.

Prepares and/or generates various records and reports including employee evaluations, work orders, daily reports, vehicle inspection sheet, easement, flagging tests, driveway applications, incident and accident reports, leave/vacation/sick slip, daily assignments, and various other records, reports, memos, correspondence, etc.

Refers to bridge plan blueprints, erosion control, State specification manual, policy manual, manual of Uniform Traffic Control, soil erosion manual, job guide, maintenance table, flagging training manual, equipment maintenance manual, equipment manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as a steel wheel roller, rubber tire roller, backhoe, excavator, bulldozer, front end loader, stake rake, tractor, self-propeller rubber tire, vibratory rollers, drag line, etc.

## **ROAD AND BRIDGES SUPERVISOR**

Uses tripod level, metal detector, mechanic's tools, carpenter's tools, chainsaw, measuring wheel and tape measure, shovel, office supplies, communication devices, etc.

Interacts and communicates with various groups and individuals such as immediate supervisor, property owners, Department of Transportation personnel, Engineer and Assistant Engineer, Shop Foreman and mechanics, Warden and Deputy Warden, Thomas County Dispatch and Sheriff's Department, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and five to seven years of experience in maintenance and construction work involving use of heavy equipment, including one to two years of responsible supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Must have successfully completed required courses and certification such as Class A driver's license, Litigation for Risk Management, Work Zone Safety; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from

## ROAD AND BRIDGES SUPERVISOR

superiors.

**Language Ability:** Requires the ability to read a variety of work orders, simple forms, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

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