

Employment Opportunity
Assistant Road Supervisor
\$47,000
Job Available October 1st.

Llano County is seeking candidates for the position of Assistant Road Supervisor. This position is under the direction of the Road & Bridge Superintendent . The Supervisor will plan, supervise and participate in the construction and maintenance of county roads and cattle guards, drainage systems, signs, brush and vegetation control and equipment maintenance. Will plan and organize work schedules, training and safety programs for the Road & Bridge employees. Will interact with the public in a professional manner. The Assistant Road Supervisor is under the general supervision of the Road & Bridge Superintendent.

Job Location: 802 E. Young Street, Llano, TX 78643
Job open until filled

Benefits include: vacation, sick and holiday pay, retirement, health and dental insurance

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Road & Bridge Office @ 325-247-4352.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Asst. Road Supervisor

Base: L17

FLSA: Exempt

Department: Road & Bridge

**EFO: 07 Skilled Craft
\$47,000**

Reports To: Superintendent

Summary:

The Road and Bridge Superintendent will plan, supervise and participate in the construction and maintenance of county roads and cattle guards, drainage systems, signs, brush and vegetation control and equipment maintenance. The Road & Bridge Superintendent will plan and organize work schedules, training and safety programs for the Road & Bridge employees. The Road & Bridge Superintendent will interact with the public in a professional manner. The Road & Bridge Superintendent is under the general supervision of the Road & Bridge Superintendent.

Essential Job Functions:

- Identify construction and maintenance needs by systematic inspection of roads, drainage, cattle guards and signage for safety
- Plan and organize personnel, material and equipment for needed projects on a regular basis
- Supervise Road & Bridge employees following department policies and employee handbook in order to ensure work duties are completed correctly and in a timely manner
- Oversee construction and maintenance projects involving backhoes, motor graders, loaders, skid steers, mowers, trucks and other equipment and tools
- Determine and maintain appropriate staffing level for the department
- Performs administrative duties to include calculating and ordering needed materials, maintaining required records and providing monthly and annual work reports and annual budget recommendations to the Commissioners' Court
- Plan and organize training for new employees and regular safety training for all employees
- Supervise employees during emergencies and disasters
- Interact with County Officials, employees, residents and other county and state organizations in a professional manner
- Other duties as assigned by County Judge and Commissioners

Knowledge, Skills and Abilities:

- Knowledge of local, state and federal laws, rules and regulations pertaining to employment, discrimination, sexual harassment and disability as needed to supervise employees
- Knowledge of operation, safety, capabilities, limitations and servicing requirements of heavy equipment and other tools used in the building, maintaining and repairing of roads

- Knowledge of materials used in roadway construction and maintenance
- Knowledge of Llano County geography in order to direct work crews, inspect roadways, respond to emergencies and provide information to the public
- Ability to read and comprehend manuals, reports, handbooks, budgets and records
- Ability to write reports, fill in forms, develop budgets and maintain records
- Ability to perform basic mathematics with the use of a calculator to calculate materials needed, develop budgets and keep time records
- Ability to use a computer to access internet, correspond using email, keep records and generate reports
- Ability to plan, organize, schedule and prioritize work plans so that both short/long range goals are met

Education/Experience:

- High school diploma or GED
- 2 years' experience in road maintenance and equipment operation
- Supervisory experience

Special Requirements:

- Class A Commercial Driver's License may be required
- Maintain insurable driving record

Work Environment and Physical Demands:

While performing the duties of this position, frequent exposure to extreme weather conditions including heat and cold is expected. There is also occasional exposure to moving mechanical parts, noxious fumes, dust and loud noise.

Maintaining a stationary position for extended periods of time to operate heavy equipment is required as well as moving around the shop, yard and jobsites. You will be required to position yourself atop or under heavy equipment in order to operate, inspect and maintain it. Physical labor is expected for long periods of time. You must regularly move/position (25) twenty-five pounds, frequently move/position (50) fifty pounds and occasionally move/position (100) hundred pounds.

The employee must demonstrate good eye-hand-foot coordination to operate hand and foot controls while observing work area and relative positions of other equipment, personnel, and potential hazards. Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and adjusting focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Wages and Hours:

Wages are based on base levels as per the Llano County Pay Scale. Regular hours are standard except for emergencies.

Special Conditions:

This position is subject to pre employment, reasonable suspicion, random and post accident drug/alcohol testing per DOT regulations for commercial driver's licenses

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date