

Uintah County

Job Description



Title:	Road Encroachment Supervisor	Code:	125
Division:	Administration	Effective Date:	3/07
Department:	Road	Last Revised:	11/10
FLSA Cat:	Non-Exempt	Pay Grade:	23

GENERAL PURPOSE

Performs a variety of first line **supervisory and technical duties** related to planning, organizing and coordinating the development, implementation and conducting encroachment inspection program for public works projects and service systems.

SUPERVISION RECEIVED

Works under the general supervision of the Road Superintendent.

SUPERVISION EXERCISED

Provides general supervision to lower level Road Encroachment personnel.

ESSENTIAL FUNCTIONS

Represents the county, attends pre-construction conferences as needed to coordinate involvement of local contractors, special districts, the city departments and local utilities as needed to produce the most comprehensive view of planned public works development and community development projects requiring compliance with encroachment ordinances.

Conducts routine and complex inspections of a variety of projects related to general improvements to public right-of-ways such as earth work, surface, and surface restoration, landscaping, water and sewer lines and hookups, manholes, storm drain structures, curb, gutter, sidewalks, driveways, parking lots, water ways, etc.; approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications; issues citations; monitors permits related to excavation and encroachment ordinances.

Monitors work performed in public right-of-ways by private contractors and utility companies to assure pedestrian and vehicle safety; ensures quality standards are achieved; reviews and inspects work associated with bonds posted with permit applications; upon acceptance, authorizes release of bond.

Assures the proper testing of locally manufactured materials; assures compliance with established specifications; monitors uniform testing procedures in basic materials such as earth work, aggregate production, asphalt, and concrete; initiates changes in procedures as needed.

Maintains daily project records; reads and interprets plans; determines plan conformity to established standards; monitors construction data on plans.

Compiles statistical information; checks computations, structure lay-outs, and grades, disseminates and prepares incoming and outgoing correspondence; assures consistency between specifications and actual construction.

Discusses construction problems with Road Supervisor, contract engineer(s), contractor or other personnel; evaluates scope of problem and determines alternative course(s) of action; exercises professional judgment where errors could produce costly consequences.

Conducts county-wide inventory of roads, signs and safety devices; may participate in the gathering of traffic study information.

Operates medium to heavy equipment such as dozers, snowplows, sanders, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus, one (1) year of specialized training in engineering methods and practices related to testing and compliance; provided through technical college, professional workshops or university studies or on the job training;

AND

B. Four (4) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to public works projects; engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills; the use of a variety of technical engineering equipment; political, legal and governmental processes affecting various encroachment issues, ordinances and guidelines.

Considerable skill in the art of diplomacy and cooperative problem solving.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Commercial Driver's License

Must possess a valid Utah Drivers license.

Certification as a Public Works Inspector (NICET) preferred.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain . Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)