

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: March 19, 2019	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: Department of Public Works and Transportation APPROVING PARTY: Tim H. Beals, Director PHONE NUMBER: 530-289-3201

AGENDA ITEM: Resolution approving job description for Road Superintendent and authorizing inclusion of the job description in the official job classification files maintained by the County Clerk-Recorder.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Job Description

BACKGROUND INFORMATION: The Road Superintendent position was moved to the mid-management job classification table by adoption of Resolution 2019-004 on January 8, 2019. The updated job description for that position has not been officially approved to date for inclusion in the official job classification files for Sierra County. This proposed resolution will remedy that situation.

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**IN THE MATTER OF APPROVING
JOB DESCRIPTION OF ROAD SUPERINTENDENT
WHICH HAS BEEN ADDED TO THE MID-MANAGEMENT
JOB CLASSIFICATION TABLE**

RESOLUTION 2019-_____

BE IT RESOLVED THAT:

The job description for the mid management position of **Road Superintendent** is hereby approved, and the County Clerk-Recorder is directed to include the Job Description in the official job classification files.

ADOPTED by the Board of Supervisors of the County of Sierra on the 19th day of March 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

COUNTY OF SIERRA

PAUL ROEN
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK OF THE BOARD

DAVID PRENTICE
COUNTY COUNSEL

Sierra County
JOB DESCRIPTION

Class Title: ROAD SUPERINTENDENT
Class Code: Mid Management Tier 4
Status: Exempt & At Will

DEFINITION

Under general direction, to plan, direct, assign, coordinate and supervise the work of the County's road maintenance and construction crews; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory level position which plans, supervises and review the work of crews assigned to a specific geographic location. Must have knowledge and skill to perform a variety of construction, maintenance and repair work, including the operation of variety of heavy construction equipment on a relief or emergency basis.

REPORTS TO: Deputy Director or Director of Transportation

CLASSIFICATIONS SUPERVISED: All Road Maintenance and Equipment Mechanic Positions, Solid Waste Field Positions, and related Public Works positions, as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (*The following is used as a partial description and is not restrictive as to duties required.*)

Assigns and supervises work, gives instructions and technical assistance, coordinates and review the work of crews engaged in the various functions of the County's road maintenance and construction program, County solid waste disposal operation, and airport maintenance program. Such duties include the maintenance and repair of County roads, solid waste disposal landfill sites and transfer stations and County airport as follows: construction of new roads and bridges, landfill operations and transfer stations, repair and maintenance of equipment used in roads and landfills; the purchase and storing of equipment, materials and supplies for roads, solid waste and airports; advises and assists in the preparation of the Budget as it pertains to these areas; performs field and office review of the progress of all projects under their control; interviews and selects new employees for assigned crews; maintains and develops cooperative relationships with departmental employees, and the general public; conducts inspections of County roads, Solid Waste facilities, airports, and related structures; determines extent and costs of needed maintenance and construction in these programs and proposes tentative projects to the Director of Transportation for inclusion in the annual budget; prepares and submits reports; consults and confers with County officials, subordinates, and the general public regarding facility conditions and related problems; investigates complaints; coordinates the repair and replacement of road and solid waste construction and maintenance of equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and hand-eye coordination; lift and move objects weighing up to 100 lbs; corrected hearing and vision to normal range; verbal communication; use of heavy equipment.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to performs sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

TYPICAL WORKING CONDITIONS

Work extended shifts or be called back in during emergency situations. Work with exposure to potentially hazardous paints, chemicals, solvents and sealants. Work with exposure to heavy traffic. Available for any emergency call out as required 7 days/week, 24 hours/day. 85% combination outdoors or in vehicle; 15% indoors. Work is performed in all weather. Travel by car, truck or heavy equipment. Continuous contact with public and other staff.

DESIRABLE QUALIFICATIONS

REQUIRED POINTS

The successful candidate would possess a minimum of a high school education or GED
And should possess some college level course work.

Education:

•	<u>Formal Education</u>		8 points
•	Less Than Bachelor Degree	6 Points	
•	Bachelor Degree	7 “	
•	Bachelor Deg./Related Field	8 “	
•	Graduate Degree	9 “	
•	Grad. Degree/Related Field	10 “	
•	High School	2 “	
•	GED	2 “	

Experience: Twelve years supervisory experience in road, solid waste and airport construction and maintenance work.

•	<u>Experience</u>		20 points
•	Intra-Dept. Progressive	1 Pt/Yr+2 Pts/Promo	
•	Intra-Dept. Non-Progressive	1 Pt/Yr	
•	Extra Departmental	1 Pt/Yr	
•	<u>Supervisory Responsibility</u>		9 points
•	In Lieu of Dept.Head	10 Points	
•	Road Maint.Supv.	9 “	
•	Mid Level/Advanced	8 “	
•	Journeyman Level	5 “	
•	Advisory Level	2 “	
•	<u>Licensing/Certification</u>		6 points
•	Road Operator License Class A (Required)	5 Points	
•	“ ” “ Class B	3 “	
•	“ ” “ Class C	1 “	
•	Certified Drug/Alcohol Tester	½ “	
•	Certifications	½ Pt./Certification	
•	Cert. DMV Employer Tester		
•	Cert. Drug Alcohol Testing		
•	8 hours/year Management Training		
•	Current CPR Certification		
•	Current First Aid Certificate		
•	ASE Certification	1 Pt/Certification	
•	<u>Special Skills</u>		4 points

Knowledge of:

- Methods, equipment, materials and techniques used in the construction and maintenance of roads, solid waste and airport facilities, i.e., culverts, drainage ditches, traffic control signs, small bridges, refuse compaction, placement and cover.
- Operation, maintenance, capacities and limitations of construction and maintenance equipment.
- Principles of staff selection, supervision, and training
- Operating Safety Practices and Procedures.
- Motor vehicle laws pertaining to equipment operation.
- DESIRABLE QUALIFICATIONS continued
- Methods of patching, surfacing and resurfacing roads.

and

- Plan, assign, and direct the activities of Public Works crews engaged in road construction, maintenance, and landfill activities.
- Direct and inspect the technical details of road and bridge maintenance and repair work.

and

Ability to:

- Plan, assign, and direct the activities of Public Works crews engaged in road construction, maintenance, and landfill activities.
- Direct and inspect the technical details of road and bridge maintenance and repair work.
- Inspect roads, solid waste and airport facilities.
- Estimate the extent of repairs or maintenance needed.
- Estimate required materials, personnel and equipment, and prepare descriptions and accurate estimates of the cost of such work.
- Establish and maintain cooperative working relationships with government officials, subordinate employees and with the general public.
- Keep accurate records and prepare clear and concise reports.

TOTAL POINTS

62

MINIMUM POINTS NEEDED

53 (85%)

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS

Possession of an appropriate California Commercial Operator's License Class A issued by the State Department of Motor Vehicles.

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job-related knowledge and skills.

Approved by:

_____ Date

Board of Supervisors

Received and filed by

_____ Date

County Clerk

II. ESSENTIAL FUNCTIONS (ADA) ROAD SUPERINTENDENT

VISUAL REQUIREMENTS:

Directions. Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency. This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.00	Work performed requires the ability to see distances under 12 inches.							X
2.00	Work performed requires the ability to see at an arm's length.							X
3.00	Work performed requires the ability to see distances over 20 feet.							X
4.00	Work performed requires the use of both eyes (field of vision).							X
5.00	Work performed requires the ability to distinguish basic colors.						X	
6.00	Work performed requires the ability to distinguish shades of color.						X	
7.00	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

Directions. Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.00	Operates truck, tractor motor vehicle, forklift or other moving equipment.						X	
2.00	Repetitive use of foot control. right only							X
	left only							X
	both							X
3.00	Repetitive use of hands. right only							X
	left only							X
	both							X

III. ESSENTIAL FUNCTIONS (ADA) ROAD SUPERINTENDENT

WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box which indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

B=Seldom (On a quarterly to yearly basis)

C=Occasionally (On a monthly/bi-monthly basis)

D=Frequently (On a weekly basis)

E=Daily (From 0-1 hours per day)

F=Daily (From 1-4 hours per day)

G=Daily (From 4-8+ hours per day)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.00	Works outside in various types of weather.							X
2.00	Works inside.							X
3.00	Works in extreme cold, below 32 degrees F, for more than 1 hour.							X
4.00	Works in extreme heat, above 100 degrees F, for more than 1 hour.							X
5.00	Worker is subject to vibration (oscillating movements of the extremities or whole body).						X	
6.00	Works in excessive humidity.							X
7.00	Works in a dry atmosphere.							X
8.00	Works in environment with constant noise (to cause worker to shout to be heard).							X
9.00	Exposed to dust.							X
10.00	Exposed to silica.		X					
11.00	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)							X
12.00	Exposed to grease and oils (air and/or skin exposure).							X
13.00	Exposed to electrical energy.					X		
14.00	Exposed to pesticides.			X				
15.00	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)							X
16.00	Works on slippery or uneven surfaces.							X
17.00	Works around machinery with moving parts or stationary equipment.							X
18.00	Works around moving objects or vehicles.							X
19.00	Works on ladders or scaffolding.							X
20.00	Works below ground.	X						
21.00	Works with hands in water.					X		
22.00	Works in confined spaces.							X
23.00	Other - Specify							

**IV. ESSENTIAL FUNCTIONS (ADA)
ROAD**

PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

ACTIVITY		WEIGHT/HOURS PER DAY						
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.00	LIFTING					x		1
2.00	CARRYING					x		1
3.00	PUSHING					x		1
4.00	PULLING					x		1
5.00	REACHING			x				1
6.00	OTHER (Specify)							