

Prairie County Road Supervisor Position Description

Position Summary

The Road Supervisor serves as the department head for the Prairie County Road Department and is responsible for planning, directing, and supervising the maintenance, and repair of county roads and related infrastructure. The Road Supervisor provides effective leadership and management of the department by ensuring county roads and related infrastructure are maintained in a safe, efficient, fiscally responsible, and professional manner while serving the best interests of Prairie County and its residents.

The position provides leadership and direction to Road Department employees, manages county road resources, develops seasonal work plans and maintenance priorities, assists with budget planning and administration, oversees department equipment and maintenance activities, and serves as the primary liaison between the Road Department, the Board of County Commissioners, elected officials, public agencies, contractors, landowners, and the public. The Road Supervisor provides professional recommendations to the Board of County Commissioners regarding departmental operations, maintenance priorities, equipment purchases, and capital improvements.

Reports To: Board of County Commissioners

Supervises: Road Department Employees

Department: Road

WAGE DOE: \$28-30.84/hr. Fulltime 40 hours per week

Benefits of working for Prairie County Road Department:

- Health, Dental, and Vision Insurance available after 3 months employment
- Access to the Public Employment Retirement System
- Employees in this position receive overtime compensation or compensatory time for all time in a pay status over 40 hours in a workweek.
- Paid vacation after 6 months, sick leave after 3 months, and holidays

Works Closely With

- Elected Officials
- Department Heads
- Disaster and Emergency Services (DES) Coordinator
- Sheriff's Office
- Montana Department of Transportation (MDT)
- Contractors
- Landowners and the Public

Essential Duties and Responsibilities

Department Administration

- Plans, directs, and supervises the daily operations of the Road Department.
- Develops seasonal work plans and establishes maintenance priorities based on personnel, equipment, weather conditions, budget, and roadway needs.
- Provides regular reports to the Board of County Commissioners regarding completed work, upcoming projects, departmental operations, and other matters affecting the Road Department, including purchasing and capital improvements.
- Ensures compliance with County policies, the Road Department Policy Manual, and applicable state and federal laws and regulations.
- Conducts regular Road Department safety meetings and represents the department at County Safety Committee meetings.

Personnel Supervision

- Assigns work and establishes daily priorities.
- Trains, mentors, and evaluates employees.
- Provides leadership by example while promoting professionalism, accountability, teamwork, and safe work practices.
- Conducts employee coaching, evaluations, and disciplinary actions consistent with County policy and maintains appropriate documentation while keeping the Board of County Commissioners informed of significant personnel matters.

Road and Equipment Operations

- Oversees road maintenance, snow removal, grading, graveling, drainage improvements, culvert and cattle guard installation, road signing, and related activities.
- Works alongside Road Department employees and operates heavy equipment as necessary to efficiently accomplish departmental objectives.
- Oversees maintenance and repair of Road Department equipment.
- Develops preventative maintenance schedules and monitors the condition, repair, and replacement needs of Road Department equipment to maximize service life and minimize downtime.

Budget and Purchasing

- Assists with preparation and administration of the Road Department budget.
- Monitors expenditures.
- Orders parts, materials, and supplies in accordance with County purchasing policies.
- Maintains accurate operational records, road maintenance records, equipment records, and records of departmental goods or services provided.

Public Relations

- Promotes positive working relationships with Commissioners, County officials, employees, contractors, landowners, and the public through professional, respectful, and timely communication.

- Responds to citizen concerns and road-related inquiries.
- Represents the department at meetings as requested.

Safety and Emergency Response

- Conducts regular safety meetings.
- Maintains a strong culture of workplace safety.
- Responds to emergencies outside normal working hours.
- Coordinates emergency road operations during storms, flooding, fires, or other emergencies.

Minimum Qualifications

- High School Diploma or GED.
- Minimum five years of progressively responsible experience in road maintenance, heavy equipment operation, or a closely related field.
- Supervisory experience preferred.
- Must possess a valid Commercial Driver's License (CDL) in good standing.
- Strong record of safe work practices.

Knowledge, Skills and Abilities

- Thorough knowledge of county road maintenance methods, construction practices, equipment operation, and infrastructure preservation techniques.
- Knowledge of drainage systems, culverts, cattle guards, road signage, and gravel road maintenance.
- Ability to safely operate heavy equipment and train others.
- Working knowledge of heavy equipment maintenance and repair.
- Basic welding and fabrication skills.
- Mechanical troubleshooting and repair skills.
- Strong leadership skills with the ability to lead by example.
- Strong communication and interpersonal skills.
- Basic computer skills, including proficiency with Microsoft Office.
- Ability to prepare reports and maintain accurate records.
- Ability to prioritize multiple projects and manage available resources effectively.

Physical Requirements

Ability to safely operate heavy equipment; work outdoors in all weather conditions; stand, walk, climb, bend, kneel, and lift materials and equipment as required; and respond to emergency situations outside normal working hours.

- Often lift 1-15 pounds, and at times up to 75 pounds.

Disclaimer

This position description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Board of County Commissioners reserves the right to assign additional duties as necessary.