



COLUMBIA COUNTY, OREGON
JOB TITLE: ROAD & BRIDGE MAINTENANCE SUPERINTENDENT
DATE: JULY 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	420
SUPERVISOR:	Director, Public Works	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Supervise road and bridge maintenance operations of a wide variety and complexity. Work includes planning, organizing, and achieving the goals and objectives established by the Director. Supervise, plan, and coordinate the activities of the various road crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned. Manage operations of the road and bridge maintenance program consistent with the goals and objectives established by the Public Works Director.

Plan, organize, and prioritize workload on a strategic level. Oversees work assignments, monitor status of work projects, and inspect completed work. Coordinate availability of equipment and materials for projects and coordinate work activities between road maintenance crews, other departments, contractors, outside agencies, or other involved parties. Provide advice, guidance, and technical expertise as needed.

Develop and recommend programmatic level work schedules related to pavement management (crack seal, chip seal, grind and inlay, asphalt overlays), ditching, culvert replacements, vegetation management (spraying, mowing, brushing), and bridge maintenance.

Conduct frequent inspections of all County roads to determine maintenance needs of surfaces, shoulders, structures, and drainage facilities and assign employees to perform repairs. Assist in maintaining and updating computerized road inventory. Provide recommendations of candidate roads for resurfacing or other treatments.

Manage consulting, maintenance, construction, and equipment contracts for roads, bridges, and facilities. Determine need, prepare specifications, monitor performance, evaluate progress, prepare monthly cost estimates, and authorize payments. Work with Director to monitor road and bridge maintenance budget and expenditures.

Develop, recommend, and implement policy and procedural changes for a more efficient Public Works department with respect to road and bridge maintenance.

Confer with the public regarding complaints and inquiries relating to road and bridge maintenance activities. Establish effective working relationships with members of the public, other county departments and associated external agencies.

Respond to routine requests for information or assistance from employees, officials, the public, or other individuals. Provide information and assistance as needed, or direct to the appropriate parties.

Ensure work requests are updated in a timely manner from complaint to completion.

In emergency situations, respond and determine recovery duties, communicate status of roads and bridges to Director and appropriate parties. Direct clearing and cleaning of roadways following accidents,



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flooding, snow, ice, windstorms, road closures, etc. Follow up to ensure no remaining roadway damage before approving road opening.

Serve as first point of contact for after-hours and emergency callouts, coordinating with department staff to respond to after-hours or emergency situations. General after-hours availability is expected, coordinate with Director when unavailable.

Compile and/or track various administrative and/or statistical data pertaining to maintenance operations. Perform research as needed. Analyze trends, make applicable calculations, prepare reports, and maintain appropriate records. Read and interpret blueprints, drawings, and plans.

Maintain comprehensive and current knowledge and awareness of applicable laws and regulations. Maintain an awareness of new trends and advances in the profession. Maintain professional affiliations and attend conferences, workshops, and trainings, as appropriate.

Ensure employees follow all safety programs in compliance with all county policies and procedures. Ensure compliance to rules and procedures by assigned staff. Inspect work sites and mitigate work hazards. Work with Safety Committee and Safety Officer to implement processes and practices to increase safety awareness and accident prevention. Train and instruct employees in the safe performance of duties. Recommend and implement approved safety methods and trainings to increase safety, efficiency, and productivity.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required. Position may be required to work nights, weekends, and holidays, especially in emergency situations.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal, and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Public Works Director who provides policy, procedure, and administrative direction and reviews performance.



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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Five years' of increasingly responsible experience in road construction, maintenance, and repair including three years' experience in a supervisory capacity in road, bridge, or public works construction supervising crews or contractors. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to a four-year degree in construction management or a related field preferred. Experience in local government preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of principles, practices, and procedures as applied to public works. Must have extensive knowledge of all materials, methods, and equipment used in road or bridge construction, maintenance, or repair. Must have knowledge of surveying practices and techniques as applicable to construction. Considerable knowledge of the laws, regulations, and rules governing road construction and maintenance equipment, construction, traffic control, and safety. Thorough knowledge of safety practices and procedures. Knowledge of management principles and practices of human and financial resource management.

Skill in various software programs used in Public Works and Microsoft Office products. Skill in public speaking and public relations.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.



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- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Organize and supervise the efficient and economic performance of a heavy load of road maintenance and construction work.
- Assemble and produce clear and detailed cost and progress reports.
- Act effectively in emergency situations.
- Negotiate and mediate issues with public and staff, as well as support and champion department and County positions.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activities require walking, bending, stooping, and climbing and may necessitate the movement of materials in excess of 60 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose position to various weather conditions and terrains. Occasionally exposed to high, precarious places and moving mechanical parts. The noise level may be loud on job sites. Driving is a regular requirement of the position. May be required to travel at nighttime, weekends or in inclement weather.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***