

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT ROAD SUPERINTENDENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in directing operations and activities of the Highway Department. Duties and responsibilities include supervising assigned employees, overseeing department operations and activities, managing and coordinating projects, troubleshooting problems, planning equipment/materials needed for projects, coordinating equipment inventory and maintenance, processing documentation, and performing other tasks as assigned. Reports to Highway Superintendent.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Road Superintendent and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates projects and work activities with those of other departments, outside contractors, utility companies, outside agencies, or others as needed.

Supervises department projects and activities, including projects/activities involving new road construction, road maintenance, paving, pipe installation, roadside/grounds maintenance, rock quarry, mechanic shop, and truck fleet.

Coordinates projects and work activities; prioritizes and schedules projects and work activities; determines necessary equipment, materials, and manpower to conduct projects; assigns projects to appropriate personnel; develops project timelines and monitors progress in meeting deadlines.

Conducts field/site visits; inspects projects and monitors status of work activities; troubleshoots problems and initiates problem resolution.

Monitors inventory levels of department equipment, materials, parts, tools, and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement materials.

Oversees maintenance/repair of department vehicles/equipment; coordinates inspection of all equipment to ensure safety and proper operations; coordinates preventive maintenance and necessary repair work.

Rutherford County, Tennessee • Assistant Road Superintendent

Assists with development and implementation of department budget; monitors expenditures to ensure compliance with approved budget.

Prepares or completes various forms, reports, correspondence, maintenance reports/records, accident reports, purchase requests, budget documents, project diagrams, performance appraisals, or other documents.

Receives various forms, reports, correspondence, work orders, maintenance reports/records, inventory records, invoices, receipts, time sheets, leave requests, accident reports, budget reports, material safety data sheets, blueprints, surveys, drawings, diagrams, construction plans, maps, policies, procedures, rules, regulations, operational guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, or other software programs.

Communicates with supervisor, employees, other departments, county officials, contractors, vendors, sales representatives, utility companies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to department projects and operations; provides information, researches problems, and initiates problem resolution.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws, regulations, standards, and guidelines; maintains an awareness of new methods, materials, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct site visits or other work activities.

Assists in performing various manual work tasks associated with road construction or rock quarry operations as needed; operates a variety of equipment, machinery and tools associated with department projects as needed.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in road construction/maintenance, rock quarry operations, and equipment operation; supplemented by six (6) years previous experience and/or training that includes progressively responsible road construction/maintenance, project management, equipment operation, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license with appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or dynamite/explosive materials.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 1.5 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 2.5 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		1	2	4	
11-25 lbs			1	2	
26-50 lbs				1	
51-75 lbs					
76-100 lbs					
>100 lbs					

4. PUSHING/PULLING

Objects: trees that have fallen in the road.

Height of hands above floor during push: 48 inches

5. CLIMBING

Tasks: checking roads, ditches, pipes, bridges, etc.

Device: measuring tape

Height: from 2 feet to 6 feet

Frequency: 10 to 20 times a day

6. BENDING/SQUATTING/KNEELING

Tasks: checking roads, ditches, pipes, bridges, etc.

Frequency: 10 to 20 times a day

7. REACHING

Tasks: checking roads, ditches, pipes, and bridges.

Hands Used: RIGHT LEFT BOTH X

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting		X
Computer Monitor Screen Glare		X

Inside Building	25 % of time
Outside	75 % of time



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

	YES	NO	Don't Know
1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?	✓		
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?	✓		
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?	✓		

Employee's Signature

Date

Supervisor's Signature

Date