



# VALLEY COUNTY JOB DESCRIPTION

## Road Maintenance Supervisor

**Department: Road & Bridge**  
**Date Established: September 2022**

**Reports To: Operations Manager**  
**Date Revised: July 2026**

**Pay Grade: G**  
**FLSA Status: Non-Exempt**

### SUMMARY

The Road Maintenance Supervisor is a critical supervisory role responsible for overseeing the daily field operations, crew assignments, and maintenance activities within the Road & Bridge Department. Reporting directly to the Road & Bridge Operations Manager, this position provides direct leadership to Road Maintenance Technicians (Apprentice through Level 3). The Supervisor ensures that all county-owned roads, bridges, and rights-of-way are maintained safely, efficiently, and in compliance with county policies and statutory regulations. This role balances field leadership, project management, and administrative duties, including the critical coordination of winter snow-plowing operations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans, organizes, schedules, and directs the daily work assignments for a staff of Road Maintenance Technicians across various skill levels.
- Supervises field crews directly, conducting regular on-site inspections of work in progress to ensure quality control, adherence to engineering standards, and efficient use of personnel and materials.
- Manages the department's emergency response and winter maintenance operations, including establishing snowplow routes, scheduling 24/7 operator shifts, monitoring weather conditions, and driving routes to assess safety.
- Enforces county safety policies and OSHA/MSHA regulations.
- Investigates job-site accidents or near-misses, and conducts regular, formal safety meetings and training sessions.
- Participates significantly in personnel management, including interviewing and hiring new staff, conducting formal performance evaluations, managing employee relations, and administering disciplinary action when necessary.
- Assists the Operations Manager in developing long-range maintenance plans, estimating project costs, tracking budget expenditures, and procurement of road materials (e.g., gravel, asphalt, salt).
- Maintains accurate administrative records, including employee timesheets, equipment maintenance logs, material inventories, and daily project tracking reports.
- Responds to and resolves complex public inquiries, complaints, and right-of-way issues in a professional, customer-service-oriented manner.
- Operates heavy equipment or commercial vehicles in emergency situations, severe staffing shortages, or for complex operational assessments.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent, supplemented by technical training in civil construction or public works administration.
- A minimum of ten (10) years of progressive experience in road maintenance or heavy civil construction, including at least five (5) years of formal supervisory or crew-leader experience.
- Possession of a valid Class A Commercial Driver's License (CDL) with Tanker endorsement.
- Valid Idaho Traffic Control Flagger Certification (Traffic Control Supervisor or Competent Person designation required within six months of hire).
- LHTAC Road Master Certification.
- Strong leadership and supervisory skills, with a proven ability to manage diverse work crews, foster teamwork, and hold staff accountable to high performance standards.
- Comprehensive knowledge of the methods, materials, tools, and heavy equipment utilized in gravel and asphalt road maintenance, drainage systems, and structural bridge repairs.
- Advanced knowledge of winter road maintenance strategies, anti-icing techniques, and snow-removal logistics in severe mountain climates.
- Ability to read, interpret, and execute engineering blueprints, grade stakes, and construction specifications.
- Proficiency in utilizing basic computer applications (e.g., email, spreadsheets, asset management software, and digital timekeeping systems) for administrative reporting.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

This position requires a balance of sedentary administrative work and active physical field supervision. While frequently sitting or standing at a desk or driving a county vehicle, the Supervisor must also be able to traverse rough, uneven, steep, or slippery terrain at work sites. Must occasionally lift and move objects up to 50 pounds. Requires acute visual and auditory capabilities to safely monitor heavy equipment operations and high-speed traffic zones.

Work is split between a professional office environment and an outdoor field environment. Field operations involve frequent exposure to extreme weather conditions (sub-zero temperatures, heavy snowfall, intense summer heat), loud noises, heavy dust, airborne particulates, and hazardous moving traffic. The position is subject to high-stress decision-making during weather emergencies and requires availability for 24/7 on-call responses during the winter season.