



The Spring Creek Association
Assistant Road Supervisor

Position Title: Assistant Road Supervisor

Pay Range:

Department: Roads

Schedule: Hourly Non- Exempt

Reports To: Road Supervisor

Branch: Roads

ESSENTIAL FUNCTION:

Under the direction of the Road Supervisor, the Assistant Road Supervisor is responsible for overall maintenance, condition, and operation of roads and maintenance areas in the Association. S/he is responsible to perform all assigned duties and to be the supervisor (in the supervisor's absence) of a crew that will perform basic road maintenance and facility upkeep during operating and non-operating hours.

This position requires the incumbent take responsibility for the mechanical, physical appearance and presentation of SCA facilities and roads. The incumbent is responsible for providing service through caring, honest, respectful and responsible actions and interactions that contribute to the relationship between the member, community and the Association. Must be able to operate and maintain heavy, motorized equipment used in earth moving and composting operations in a safe and efficient manner. Perform related duties and responsibilities as instructed by the Road Supervisor.

ESSENTIAL SKILLS:

- Must able to manage tasks ensuring their successful completion.
- Must be able to work independently and prioritize daily work duties.
- Must be an effective communicator and have the ability to make sound judgments and decisions.
- Must recognize and respect all sensitive information and utilize confidentiality accordingly.
- Must be able to model expected behavior, motivating fellow staff and volunteers, and be capable of working with diverse groups.
- Must follow all SCA safety policies at all times.
- Must be able to operate and maintain heavy, motorized equipment used in earth moving and composting operations in a safe and efficient manner. Perform related duties and responsibilities as instructed by the road supervisor.
- Operate heavy power-driven equipment;
- Perform a variety of skilled construction and maintenance tasks;
- Read and interpret maps, sketches, specifications and technical manuals;
- Perform a variety of manual tasks for extended periods in unfavorable weather conditions;
- Work independently in the absence of supervision;
- Understand and follow oral and written instructions;
- Prepare written reports and/or forms;
- Working knowledge of Word, Excel, and Outlook;
- Communicate clearly and concisely, both orally and in writing or via radio;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work flexible hours, including evenings and weekends as required.

DUTIES AND RESPONSIBILITIES:

1. Assure the mechanical and physical operations of the SCA equipment and roads operations.
2. Supervises road crew in Supervisor's absence which includes delegating tasks, monitoring work habits and instructing and training crew on road and equipment procedures. Responsible for protection of SCA property and assisting the Roads Supervisor with performance reviews.
3. Ability to monitor and review, with the direction of the Supervisor, preventative maintenance on equipment and assuring a safe and clean environment for staff and Association members.
4. Review, manage and design annual maintenance budget with Roads Supervisor.
5. Communicate effectively with all staff and members working as a team to produce expected results in assuring clean, safe and well maintained facilities and roads.
6. Ensure established protocols are followed, and report staff/program concerns to supervisor on a timely basis.
7. Complete written facility and roads inspections for condition and safety as a means for monitoring performance and risk management.
8. Assist staff with duties that may require additional help or attention.
9. Operate heavy, motorized equipment including but not limited to, dump trucks, dozers scrapers, loaders, excavator, etc. and other equipment to support a variety of operations at Association facilities.
10. Excavate land surfaces using graders and other construction equipment.
11. Broom roadways and bike paths; Operate brush hog along roadways and other land surfaces.
12. Participate in prep work and chip-seal of roads.
13. Gather, load and transport dump trucks to appropriate locations.
14. Snow removal and salt/sand application to roadways.
15. Operate water tanker and similar equipment for dust control and dirt compaction.
16. Use hand-held mobile radio units to coordinate tasks and resources.
17. Maintain accurate logs and records and enter data as necessary.
18. Install & repair fencing and culverts.
19. Ensure adherence to safe work practices and procedures.
20. Monitor preventive maintenance on equipment as required including fluid and filter changes and parts lubrication.
21. Employee Development
 - a. Maintain discipline in a fair and equal manner.
 - b. Evaluate staff performance semi-annually and annually based on approved performance appraisals.
 - c. Follow all guidelines and practices as set forth by Human Resources.
 - d. Create a positive, developmental work environment through a system of achievement recognition and ongoing individualized training plans.
 - e. Help to Recruit, train and supervise staff as necessary to achieve constant growth.
 - f. Provide all necessary information so employees can complete assigned tasks as directed by Supervisor.

g. Provide support in role clarification and employment growth/expansion as directed by Supervisor.

Carry out other duties as assigned by the President, Association or Roads Supervisor that may or may not be in the roads and facilities department.

EDUCATION AND EXPERIENCE:

Education: Minimum of a high school diploma or GED.

Experience: Minimum of 5-year prior experience in related field.

Skills and Ability Requirements: Must provide or be willing to obtain current certifications for the following:
Possession of a Nevada Commercial Driver’s License – Class A or B

Additional required trainings preferred: Must be able to read and write to effectively communicate expectations in completing tasks to the crew. Must be able to read, understand and communicate implications of product warning and instruction labels.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Applicant must be able to operate heavy equipment (snow blower, dump trucks, graders, front end loaders, backhoe, skidsteer, etc). Needs to be energetic and physically able to walk multiple flights of stairs continuously, must be able to lift 50 lbs. overhead and to climb ladders to a min. 10 feet, to walk, bend, twist reach overhead regularly. Applicant must be able to operate motorized equipment and vehicles. Ability to work in confined spaces. Must be able to work at different heights, work around heavy construction equipment. Applicant must be able to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties. Exposure to dust, noise, semi-toxic materials; work in inclement weather conditions.

EFFECT ON END RESULT:

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to members and the community.

Member satisfaction will improve through providing clean, safe, well maintained facilities and roads for our members.

Expense reduction through inventory, controls, and training.

Decrease in number of accidents and claims through regular, documented facility and road inspections.

Improved public perception as a quality organization demonstrated by a well-maintained facility and roads.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.

Incumbent Printed Name

Supervisor Printed Name

Incumbent Signature

Supervisor Signature

Date Signed

Date Signed