



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Operations Supervisor (Roads & Signs)
<b>DEPARTMENT.....:</b>	Public Works
<b>DIVISION.....:</b>	Road & Bridge
<b>CLASSIFICATION/GRADE.....:</b>	Operations Supervisor/109
<b>REVISED.....:</b>	12/2021
<b>REPORTS TO.....:</b>	Road & Bridge Superintendent
<b>REVIEWED.....:</b>	12/2021
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### SUMMARY:

This position is under the direct supervision of the Road & Bridge Superintendent. Supervises the maintenance and repair of all roads and signs owned by the Consolidated Government, both paved and unpaved, as well as all roadside shoulders. Responsible for the proper supervision and training of all maintenance crews and repair crews. Coordinates, with the Road & Bridge Superintendent, all major road repairs.

### BASIC FUNCTIONS:

1. Plans and schedules all maintenance work to all roads, streets, and pavement markings throughout the Parish.
2. Supervises Maintenance, Sign and Construction crews in all daily activities.
3. Inspects all roads, streets, signs, and pavement markings on a regular basis.
4. Hires, trains and disciplines Road Maintenance and Sign Crew members under their supervision.
5. Keeps informed of all attendance records, checks, time cards and submits overtime of all road employees.
6. Inspects all work done by the Road & Sign Division for quality and consistency.
7. Calls out crew for emergencies when necessary.
8. On 24-hour call for emergencies.
9. Oversees proper maintenance of all Road & Sign Division tools and equipment. (Major vehicle work is referred to the Road & Bridge Superintendent).
10. Recommends the requisition of equipment, tools and materials necessary for the Department to maintain all assigned tasks.
11. Assists in the implementation of the safety programs initiated by the Safety Coordinator and/or the Superintendent.
12. Must maintain work orders and other records such as ordinances for new streets, Grader routes, etc.
13. Reports all public complaints, comments and questions concerning the operation of the Road & Sign Division to the Road & Bridge Superintendent.
14. Must perform other duties as assigned by the Superintendent.
15. Must be willing to work extra hours on occasion.

### OTHER REQUIREMENTS:

1. Must be able to interact well with subordinates and effectively direct their activity.
2. Must be capable of taking over Superintendents' duties in their absence.
3. Must maintain a valid LA Driver's License.

4. Must be capable of dealing with any and all Parish Departments/Divisions and the General Public.
5. Must have good working knowledge of Terrebonne Parish.
6. Must have the ability to schedule work on a priority basis and maintain maintenance schedules and records.
7. Occasional heavy lifting.
8. Works indoors and outdoors.
9. Frequent exposure to heat, cold, noise and other conditions.

**EDUCATION/EXPERIENCE:**

1. Must have a high school diploma or equivalent.
2. Must have at least (2) two years experience as a Crew Leader at the next lower level or (3) three years supervisory experience in field operation.
3. Must have the ability to communicate effectively, both written and oral.
4. Basic management experience preferred.