

OPERATIONS SUPERVISOR

Public Works | Roads and Signs



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Operations Supervisor is responsible for overseeing the daily operations, maintenance, and safety of all roads, streets, and signage throughout Terrebonne Parish.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Must be willing to work extra hours as needed.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – South Campus

REPORTS TO

Roads Superintendent

PHYSICAL DEMANDS

Lift over to 50 lbs. (heavy)

Must be capable of climbing, walking on uneven surfaces or terrain, balancing, and practicing safe work methods on work sites.

WORK ENVIRONMENT

Work in both indoor and outdoor environments with frequent exposure to heat, cold, noise, and other potentially challenging conditions.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent be expected to schedule daily and emergency maintenance activities, supervise crews, inspect infrastructure, and ensure all work meets quality, safety, and compliance standards.

The Operations Supervisor serves as a liaison between the division, other departments, and the public.

JOB DUTIES

- Plan, schedule, and oversee daily and emergency maintenance activities for Parish roads and signage.
- Supervise Road Maintenance and Sign Crews, ensuring tasks are completed efficiently and in compliance with safety standards.
- Conduct regular inspections of roads, streets, shoulders, and signage to assess conditions and identify maintenance needs.
- Hire, train, evaluate, and discipline crew members under direct supervision.
- Monitor and review attendance records, overtime, and performance of direct reports.
- Ensure all work performed by the division meets established quality and consistency standards.
- Coordinate crew response to emergency situations and special assignments as needed.
- Oversee the proper use, maintenance, and documentation of tools, vehicles, and equipment; escalate major vehicle issues to the Roads Superintendent.
- Review and approve requisitions for equipment, tools, and materials necessary for operational tasks.
- Implement and enforce safety programs in collaboration with the Safety Coordinator and Superintendent.
- Maintain accurate records including work orders, ordinances, grader routes, and maintenance logs.
- Respond to public inquiries, complaints, and feedback, and report relevant information to the Superintendent.
- Submit daily, weekly, and monthly reports detailing work progress, completed tasks, and operational updates.
- Ensure barricades, signs, and safety devices are properly deployed for precincts, festivals, parades, and voting polls.
- Coordinate with TPSO inmate crews for storm preparation and emergency response.
- Collaborate with other divisions and departments to fulfill inter-departmental work requests.
- Ensure mobile devices used by crews are functional and properly maintained.
- Monitor inventory levels and ensure materials and supplies are adequately stocked.
- Present monthly safety meetings and attend departmental meetings in the Superintendent's absence.

JOB DUTIES CONTINUED

- Ensure compliance with all Parish policies, procedures, and spending guidelines.
- Document and submit back charges for completed work and ensure ordinance compliance.
- Assist the Road Infrastructure Contract and Compliance team in securing hazardous areas.
- Follow established protocols for incident reporting and safety concerns.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to effectively guide, motivate, and manage teams to achieve operational goals and maintain high performance standards.
- **Time Management:** Must be able to prioritize tasks and work schedules efficiently to ensure timely completion of maintenance activities and emergency responses.
- **Analytical Skills:** Ability to assess road and sign conditions, evaluate crew performance, and interpret data to make informed decisions and improvements.
- **Communication Skills:** Effectively communicates work plans, safety protocols, and performance expectations to crew members; collaborates with other departments and agencies; and professionally addresses public inquiries, complaints, and feedback while keeping leadership informed.
- **Organizational Skills:** Ability to maintain accurate records, manages inventory, and coordinates multiple projects and reports with attention to detail.
- **Technical Skills:** Possesses a working knowledge of road maintenance practices, equipment operation, and preventive maintenance procedures, and is proficient in using digital tools such as work order systems, inventory tracking platforms, and mobile communication devices to support field operations and reporting. Proficient in Microsoft Word, Excel, and SharePoint as well as basic office machines.
- **Qualifications:**
 - High School Diploma or GED equivalent required.
 - Minimum of two (2) years of supervisory or management experience, ideally in road maintenance, construction, or a related field.

