

## Franklin County Position Description

**Position Title:** Road Supervisor

**Department:** Commissioners

**FLSA Status:** Nonexempt

**Reports to:** UT Manager/County Admin.

**Effective Date:** 02/06/2024

### **Job Summary:**

*The Road Supervisor is responsible for overseeing the summer and winter maintenance of roads, bridges, cemeteries, and capital improvement projects in the unorganized territories under the general supervision of the UT Manager/County Administrator.*

### **Essential Job Functions:**

- Prepares and oversees the Unorganized Territories summer road budget
- Prepares a five-year plan for capital improvement projects for the roads, bridges, and cemeteries of the U.T. and updates annually.
- Prepares an inventory of all county U.T. roads, bridges, and cemeteries and updates annually. Inventory includes miles of paved and unpaved roads, the quantity and status of bridges, the quantity and status of culverts, and cemetery conditions.
- Conducts annual road and bridge inspections with County Commissioners.
- Prepares the design, layout, bid specifications, and supervision of all maintenance and capital improvement projects on roads and bridges in the U.T.
- Acts as purchasing agent for materials and equipment for the U.T. in accordance with the County's U.T. bid and procurement policy
- Assists U.T. E911 Addressing Agent with the installation and replacement of U.T. road signs.
- Works with State and Federal Departments when requested by the UT Manager.
- Receives taxpayer's inquiries or complaints and attempts to resolve issues.
- Attends monthly Commissioners meetings (April through October) as requested and provides project updates; attends U.T. budget meetings and public hearings.
- Monitors and inspects TIF-funded capital improvement and trail projects as requested by County Commissioners.
- Final inspection of road/bridge/ditch project before authorization of payment to vendors.
- Communicates concerns, citizen complaints, project updates, issues, and other necessary information to the UT Manager.

**Other Duties and Responsibilities:**

- Performs any additional duties the UT Manager may assign from time to time.
- Performs other duties as required.

**Required Knowledge/Skills/Abilities:**

- Ability to communicate well, both orally and in writing
- Proficient in using the Microsoft Office program.
- Knowledge of state/local highway law preferred.
- Must be able to work outside in inclement weather conditions.
- Knowledge of working with a budget and inventory of supplies and infrastructure.
- Ability to research costs for supplies such as culverts, etc.
- Skilled at writing requests for proposals (a.k.a.bids)

**Education and Experience:**

- Graduation from a High School or equivalent, with an Associate's Degree preferred.
- Must possess a State of Maine Driver's license.
- Previous experience in public works as a labor foreman/supervisor or equivalent in road construction and maintenance activities required.
- Experience in creating a 5-year plan

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>			<b>x</b>	
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>				<b>x</b>
<i>Standing/Walking: Must be able to move about the department.</i>			<b>x</b>	
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>			<b>x</b>	
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>		<b>x</b>		
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>		<b>x</b>		
<p><i>Working Conditions: Include exposure to seasonal inclement weather at times.</i></p> <p><i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i></p>				

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

***Approval Signatures:***

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton