



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Road Supervisor	<b>Job Number</b>	710-1035-090921
<b>Department Head</b>	Director of Transportation	<b>Date Open</b>	September 9, 2021
<b>Salary Range Minimum</b>	\$3,646.52 Monthly	<b>Application Deadline</b>	Until Filled

**SALARY EFFECTIVE OCTOBER 1, 2021 - PENDING FINAL BUDGET ADOPTION**

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

- Five years experience in road maintenance and construction preferred or any equivalent combination of experience and training.

### Other Qualifications, Certificates, Licenses, Registrations

- Class "A" Commercial Texas Driver's License preferred.
- Class "B" Commercial Texas Driver's License required or acquired by end of 6 month probationary period.
- Employees must provide and wear slip on safety boots, as described in the Hays County Safety Boot Policy for Road and Bridge.

### Responsibilities

- Manages crews of road maintenance workers.
- Oversees and sometimes performs the road maintenance and construction functions such as paving, patching, crack sealing, constructing road bases, mowing, cleaning drainage areas, and hauling materials and debris.
- Establishes daily work schedules for maintenance crews.
- Determines methods and equipment to be used to accomplish tasks and projects.
- Oversees general maintenance of equipment.
- Monitors and inspects work in progress.
- Assess the adequacy of staffing and equipment levels.
- Ensures that plans are correctly followed, and the proper methods are being used.
- Orders materials and supplies.
- Ensures that deadlines are met.
- Ensures that safety standards and procedures are followed.
- Trains employees in proper procedures and maintenance/construction techniques.
- Communicates with the public about job schedules, job sites, and problems.
- Performs other duties as assigned.
- Utilize a smart-phone for a variety of tasks involving social media, the internet and on-screen applications.
- Communicates with the public, contractors, vendors, municipalities, office & management staff with a smart-phone using email and texting.
- Monitors changing weather conditions & forecasts with applications on a smart-phone.
- Uses the camera on a smart-phone for immediate capture and delivery of real-time road issues.
- Uses the smart-phone to provide immediate response time during emergencies.
- Accesses the departmental road work order program through the use of a smart-phone.
- Coordinates schedules, meetings, deadlines for road project-related issues using the smart-phone calendar application.
- Performs other duties as assigned.

### Summary

Under limited supervision, oversees road and bridge maintenance and construction operations in Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**