

**Bell County, Texas      Job Description: 719**

**December, 2006**

**Job Title: Pavement Technician/Supervisor**

Department: Road and Bridge

Immediate Supervisor: Superintendent Road and Bridge

Brief Description of the Job: Supervises crewmembers, maintains records and manages projects as directed by the Road and Bridge Superintendent. Additionally serves as the safety officer for the department and reports to the County Engineer

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Time	Strgth
1. Supervises crewmembers by assigning work duties, maintaining records and reports, ensures work duties are completed appropriately and in a timely manner, realigning work duties as needed.	50	Light
2. Performs other duties by remaining on call for emergencies, ordering materials and supplies and coordinating work with land owners.	10	Med
3. Works with County Engineer in developing safety and training classes; keeps minutes at all safety and safety council meetings and maintains records for the R&B Safety Awards Program	20	Light
4. Works with general superintendent to develop annual seal coat program	20	Light

## Physical Demands

*Codes for each physical demand code listed:*

*C = Continuously; F = Frequently; O = Occasionally; R = Rarely; N = Never*

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Physical Demands	Frequency Code	Description
Standing	F	Inspecting job site; assigning work duties
Sitting	F	Driving, desk work
Walking	F	Around job site
Lifting	O	Materials and supplies
Carrying	O	Materials and supplies
Pulling	O	Working with materials
Pushing	O	Working with materials
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For tools and supplies
Kneeling	O	Inspecting work
Crawling	O	Inspecting work
Twisting	R	Working on equipment
Climbing	R	Onto equipment, stairs
Balancing	R	On equipment
Seeing	C	Reading, computer screen, driving
Hearing	F	Communicating with crewmembers
Talking	F	Communicating with crewmembers
Using Foot Controls	F	Driving

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, cutting torch, shovels, chain saw, vehicle two-way radio, calculator, measuring tape, asphalt distributor, chip spreader and other equipment used in asphalt construction and maintenance.

**Environmental Factors, Health and Safety, Primary Work Location:**

Exposure to frequency codes

N = never

D = daily

S = seasonal

Y = Yearly

M = monthly

W = weekly

R = rarely

O = occasionally

**Environmental Factors**

Dirt and Dust	D	Extreme Temperatures	S	Noise and Vibration	W
Fumes and Odors	D	Wetness/Humidity	M	Darkness or Poor Lighting	O

**Health and Safety**

Mechanical Hazards	D	Chemical Hazards	M	Electrical Hazards	M
Fire Hazards	M	Explosives	N	Communicable Diseases	Y
Physical Danger/Abuse	D	Other (Specify)			

**Primary Work Locations**

Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors	X	Other:	

**Protective Equipment Required:**

Hardhat

**Non-physical Demands:**

Frequency Codes: F = Frequently; O = Occasionally; R = Rarely ;C = Continuously; N = Never

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks	R	Working Closely with Others/Teaming	C

Simultaneously			
Tedious or Exacting Work	O	Noisy and Distracting Environment	O

## **JOB REQUIREMENTS**

**Formal Education:** Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency

**Experience:** Over ten years in asphalt paving and maintenance technology and practice; proven record in construction safety is preferred.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver's License

**Supervisory:** Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.

**Contacts:** The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meeting and discussions may be conducted with customers, brokers and sales representatives.

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