

NOTICE OF JOB POSITION OPENING
Lemhi County
Road and Bridge Supervisor

1. DATE AND LOCATION UPON WHICH APPLICATIONS FOR THE JOB POSITION MUST BE SUBMITTED: All Applications and accompanying materials are to be delivered in envelope marked *Application for Road and Bridge Supervisor* and delivered either by mail, hand delivered or emailed **by 5:00 p.m.** Mountain Daylight Savings Time on or before **September 1, 2016 or as soon as can be filled:** Job start date of September 19, 2016. Training with current supervisor will be between September 19, 2016 and November 1, 2016.

Mail to:
Lemhi County
Attn: Teri Morton
206 Courthouse Dr.
Salmon, Idaho 83467

Hand Deliver to:
Lemhi County
Attn: Teri Morton
206 Courthouse Dr.
Salmon, Idaho 83467

E-mail: Applications may be e-mailed to the Clerk at clerk@lemhicountyidaho.org

2. JOB DESCRIPTION: The Road and Bridge Supervisor is an appointed position and reports directly to the Board of Commissioners. The Road and Bridge Supervisor serves as administrative officer of the Road and Bridge Dept. and when assigned serves as the representative of the Board of Commissioners and is responsible for:

- all personnel management for the Road & Bridge Department;
- highway and bridge construction, maintenance and planning;
- budget planning and administration;
- Department operation's compliance with state and federal law;
- right-of-way acquisition and administration;
- equipment purchase and maintenance;
- road material acquisition;
- highway access and encroachment matters;
- official map and pavement management, and capital improvement plans;
- data entry;
- GIS and asset management;
- public relations;
- coordination with other highway jurisdictions and government agencies;

3. The **APPLICATION FORM** for this job position is available from the Lemhi County Clerks Office **Applications must be submitted on the form provided and must be signed by the applicant.**

4. SALARY RANGE: \$42,000- \$55,000 depending upon education and experience [standard health care, Persi retirement and leave benefits provided]

5. REVIEW AND SELECTION PROCESS is set forth in the official Application Form. Successful applicant will be subject to background check and drug screening.

By: *Teri Morton County Clerk*

Educational Record

<i>Name & Location of Institutions Attended</i>	<i>Years</i>	<i>Degree</i>	<i>Major</i>	<i>Minor</i>

1. Do you hold any Certificates? Yes No

2. If so please identify each certificate and include only those which are currently active:

References

(Names of three persons who can discuss your experience and qualifications in detail)

<i>Name</i>	<i>Official Position</i>	<i>Work Phone Number</i>

Experience

(List in consecutive order beginning with the next most recent position following the position listed on page 1.)

From:	Position:	Supervisor's Name & Title:
To:	Employer:	Supervisor's Work Phone:
	Location:	

Reason for Leaving: (please be specific)

From:	Position:	Supervisor's Name & Title:
To:	Employer:	Supervisor's Work Phone:
	Location:	

Reason for Leaving: (please be specific)

From:	Position:	Supervisor's Name & Title:
To:	Employer:	Supervisor's Business Phone:
	Location:	

Reason for Leaving: (please be specific)

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To:	Employer:	Supervisor's Business Phone:
	Location:	

Reason for Leaving: (please be specific)

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To:	Employer:	Supervisor's Business Phone:
	Location:	

Reason for Leaving: (please be specific)

Questions

The job description is included in this application following certification. Applicants are advised to read prior to answering these questions. Please respond to the following questions. If using a separate piece of paper, limit your response to one page per question. (Responses may be forwarded electronically.)

1. What do you consider to be your key skills and accomplishments which would qualify you to serve as the Road and Bridge Supervisor?
2. What administrative experience do you have?

3. What personnel management experience do you have?
4. What experience do you have regarding road and bridge construction?
5. What experience do you have in the preparation and management of budgets?
6. What experience, knowledge and skills do you have involving the use and application of technology?
7. What experience do you have in the operation of heavy equipment?
8. What experience do you have in the maintenance of equipment?
9. What experience do you have in the acquisition and purchase of equipment?
10. What experience do you have with construction projects?
11. What experience do you have with GIS?
12. What experience do you have with asset management?
13. What experience do you have in dealing with the public?
14. What experience do you have dealing with endangered species and environmental issues?
15. Describe your personality in terms of your approach to working with co employees, employees you supervise, and with the public.

Background Information

Have you ever failed to be rehired? Yes No If so, where? _____

Have you ever had a license or certificate revoked in any state? Yes No
(If your answer is yes, provide an explanation on a separate sheet)

Have you ever been convicted of a crime¹? Yes No
(If your answer is yes, provide an explanation on a separate sheet)

¹ Crime means a violation of any law in any state, province, federal or military court including pleas of guilty or nolo contendere and includes proceedings in which the sentence has been suspended, deferred or withheld but does not include convictions for traffic offenses unless alcohol or drug related.

The filed Application must also include a current resume and three letters of recommendation.

Application and Review Process

Applications and accompanying materials must be timely filed by the due date identified in the application. Except for e-mail filings, the Clerk will stamp receipt and provide notification to Applicant of timely or untimely filing of Application and will process Applications.

- *Confidentiality:* Applications and accompanying materials will be securely filed or retained and will be available either in hard copy or electronically only to the prosecuting attorney and the three commissioners of Lemhi County. Review by the Commissioners will be conducted in Executive Session.
- Following the filing deadline for Applications, the Board of Commissioners will commence the screening process, which will include a contact of references and interview of top tier applicants. Supplemental information may be requested by the Board of Commissioners at this time.
- Interviews of top tier applicants will be conducted by the Board of Commissioners.

Applicant's Statement and Acknowledgement

I certify that the information in this Application is true and complete to the best of my knowledge, and I understand, agree and acknowledge that an omission or falsification of any information in this application will be sufficient grounds for the Board of Commissioners of Lemhi County to not hire or upon hiring to immediately discharge me from employment.

I understand that employment is contingent upon investigation of any or all statements contained in this application and authorize the release of any information from persons named in this application. In the event that I am employed by Lemhi County, I agree to abide by all its applicable policies, procedures, rules and regulations.

I authorize Lemhi County to verify any prior employment and discuss any and all recommendations regarding such employment

Date

Signature

Note: If you are sending your application electronically, you will be required to sign this statement at the time of your interview if selected as a finalist.

ROAD AND BRIDGE SUPERVISOR

JOB DESCRIPTION

Road & Bridge Supervisor Duties: The duties of the Road & Bridge Supervisor are to:

1. Serve as the head of and be responsible for the operation, administration and coordination of the Lemhi County Road & Bridge Department; and
 - a. Work in coordination with the other Departments, and Department Heads, appointed by the Board; and
 - b. Advise the Board Chairman, and Clerk, of any needed agenda items for upcoming Board of Commissioners' meetings; and
 - c. Review any Department policy proposals and advises the Board regarding the desirability of the same; and
2. Review and make recommendations to the Board of Commissioners regarding needed revisions and additions to the *Highway Standards and Transportation Plan of Lemhi County*; and
3. Supervise and evaluate all full-time part time, and temporary, personnel of the Lemhi County Road & Bridge Department; and
4. Be responsible for the hiring, promoting, dismissing and disciplining of employees, in accordance with the County Employee Manual (subject to Board approval); and
5. Assure the proper manning of shifts; and
 - a. Assure the proper training and certification of Department personnel; and
 - b. Coordinate with other public agencies involving Department Operations; and
 - c. Oversee the review and timely response of all right-of-way encroachment permit reviews and approvals; and
6. Prepare a proposed budget for Lemhi County Road and Bridge Department; and
7. Oversee and make recommendations to the Board of all equipment, specifications, purchases and sales; and

8. Keep the Board informed of supplies, equipment and facilities needs of the Department; and
9. Oversee the purchase of Department equipment and supplies and road and bridge construction and materials; and
10. Report to the Board on Highway and Bridge construction and maintenance activity; and
11. Inform and recommend to the Board appropriate funding sources such as grants which can support Department functions and operations, etc.; and
12. Prepare and recommend to the Board for adoption long range plans which shall include matters of Department staffing, equipment and building needs, Highway maintenance and Highway Improvement projects including possible funding sources and implementation plans; and
13. Supervise and evaluate all employees of the Department; and
14. Attend Highway transportation conferences, conventions and other educational meetings to keep current regarding matters relevant to the efficient operation of Department functions; and
15. Oversee the Department's maintenance and record keeping of its highways and rights-of-way; and
16. Cause to be recorded all highways and public rights-of-way within the County's jurisdiction; and
17. Oversee and direct, subject to the direction of the Board of Commissioners, Highway and Bridge improvement projects; and
18. Follow the updating in a timely manner of the County official map and update of all records relative to the County's highway system and right-of-way designation; and
19. Oversee and maintain the appropriate signage of all Highways within the Highway System of the Department include informational, regulatory and warning signs, and all matters of signage and traffic regulations; and
20. Give a full account of all bridges for which the Department is either in full or in part in charge of and in that regard for those bridges constructed or repaired, and the present and prospective conditions of all bridges; and
21. Oversee the removal of encroachments and/or obstructions to highways and/or rights-of-way; and
22. Oversee and direct the protection of County highways from flooding and if necessary to pursue abatement actions as provided in Idaho Code § 40-2322 and County Ordinances; and

23. Oversee and direct the building of bridges, culverts and/or the repair of the same as it relates to ditches which cross County highways and
24. Advise and furnish to the Commissioners any specific conditions of road or personnel problems that may be of interest to them; and
25. Furnish periodic reports to the Board showing labor performed or now being done under his direction. Any major road or bridge work, when completed, shall be recorded in detail as to cost of materials used and expenses incurred, and made available to the Board or other competent authority as necessary; and Develop plans for overall maintenance and road building operations. Conduct or recommend studies to solve local highway problems, and stays abreast, tests, recommends or develops new methods of improved construction or maintenance activities to be utilized by the Department; and
26. Cause roads or banks to be properly graded and maintained. Inspect special road maintenance problems that may arise, such as slides, snow, ice, flooding and drainage, and recommend action; and
27. Periodically visit and inspect personally all roads in the Department to see that they are being properly maintained, and gives to the subordinate deputy(s) and foremen instructions as to work as deemed necessary. Ascertain if they are complying with his requests and shall correlate scheduled work; and
28. Ensure that roads are properly prepared before the work of oiling and paving begins. Supervise and inspect (through subordinates) the work of the crews in progress and upon completion of projects; and
29. Receive and answer patron complaints regarding road deficiencies, recommendations or petitions for requests for repair or building of roads, installation of signs or acceptance of roads by the District into its maintenance system.; and
30. Be familiar with all the equipment and vehicles needed by the Department, and prepare a recommendation, in order of priority, for the acquisition, replacement, or repair or lease of such equipment, together with appropriate estimates of the costs thereof; and make recommendations to the Board for the yearly budget as to the amounts needed for the construction, maintenance or repair of roads, purchase of equipment, personnel salary adjustments and benefits, office needs, building requirements or other facility needs; and
31. Assume responsibility for observance of safety rules by all personnel. Assess and review the work of the Department's employees through his subordinate foremen, as appropriate; and
32. Oversee and make recommendations to the Board regarding Highway and Bridge construction and maintenance materials and contracts for the purchase of the same.



APPLICATION FOR Lemhi County Road and Bridge Supervisor

Applications must be filed by _____, Mountain Daylight Savings Time.

Mailing Address: 206 Courthouse Drive Salmon, Idaho

Street Address: 206 Courthouse Drive Salmon, Idaho

E-mail: clerk@idahocountyidaho.org

For application assistance, phone (208) 756-2815

For further information about the Road & Bridge Department., please contact Kerrie Cheney, Road & Bridge Supervisor, (208) 756-2861.

Lemhi County is an equal opportunity employer and encourages applications from all individuals. Lemhi County complies with all state and federal antidiscrimination laws prohibiting discrimination upon the basis of religion, sex (including pregnancy), age, national origin, disability, marital status or genetic information.

Name: _____ Date: _____
Last First Middle

Address: _____
Street City State Zip

Phones: _____
Home Work Cell

Fax # _____ E-mail: _____

Present Position: _____ Employer: _____

Present Salary: _____

A full job description of the Road & Bridge Supervisor is attached to this Application.

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