



Road Supervisor / Deputy Director

The Agency: East Side Highway District in Kootenai County, Idaho offers long-term stability and an outstanding team of professionals who take pride in a job well done. We are a quasi-municipal government agency with roadway operation and maintenance jurisdiction for the eastern side of Kootenai County, Idaho. Our District is responsible for 242 miles of public roadways intermixed with the City of Coeur d'Alene, rural large acreage farms and timberlands, resort style developments, and National Forest and other public lands. The majority of our District lies between Lake Coeur d'Alene, Benewah County, and Shoshone County. Our staff and local residents take advantage of this areas outstanding scenic and recreational opportunities.

The Position: East Side Highway District is looking for a motivated and results-oriented Road Supervisor who will also serve as the Deputy Director. This position will oversee our maintenance crews, and assist with District management functions. Pay range is \$65,000 to \$75,000, depending on experience and qualifications.

Requirements:

- Minimum 5 years roadway maintenance or similar experience
- Minimum 5 years management experience
- Must have Class A CDL, and have or obtain tanker endorsement.
- Must have or obtain SEEP certification.
- Basic computer skills (Microsoft and email) with ability and willingness to learn additional programs related to position responsibilities.

Responsibilities:

- Assist the Director with management and operations of the District. Serve as acting Director when the Director is absent.
- Work in coordination with the Director, administrative staff, and crews.
- Supervise, lead, and train crew Foremen, and all field personnel through crew Foremen;
- Must be able to perform all normal Foreman and crew duties, and assist with maintenance and construction activities as needed.
- Establish and maintain effective working relationships with the cities, county, local highway district counterparts, contractors, and public.
- Conducts inspection, analysis, planning, execution, and evaluation for maintenance, operation, preservation and repair of District roads, traffic control devices, bridges, pavements, road drainage structures, guardrails, retaining structures, sidewalk/curb/gutter and rights-of-way.
- Assist the Director with the preparation of specifications, quantity calculations, cost estimates, as it pertains to highway construction, reconstruction and maintenance.

- Routinely organize and participate in regular meetings with supervisors and personnel to ensure maximum efficiency and cooperation of District operations and/or with other agencies.
- Plans, directs, organizes, assigns, evaluates, and coordinates traffic control, sign fabrication, installation, maintenance, and repair activities including asphalt and concrete roads, patching, crack sealing, chip sealing, aggregate base, subgrade repair, asphalt millings applications, road striping, pavement marking activities, blading, drainage.
- Assist Director with the preparation of a proposed annual budget and management of expenditures to approved budget.
- Routinely monitors District roads and work being done by crew. Notes road conditions for prioritizing the CIP and maintenance.
- Receive and answers patron questions, complaints, requests, and petitions.
- Implement the District's safety policy and ensures that appropriate training occurs on a regular basis.
- Assist Director with MS4 permit implementation, data collection, and reporting.

Benefits: The District offers competitive benefits, including:

- Excellent pension-style retirement plan under the Public Employee Retirement System of Idaho (PERSI), with lifetime benefits once vested.
- Full medical insurance
- 10 Paid Holidays
- Vacation & Sick Leave