



ROAD SUPERINTENDENT

DEFINITION: Under general direction of the Road Commissioner, to plan, coordinate and direct a County-wide program in the maintenance, repair, and construction of county roads, road facilities, road structures, and equipment associated with road maintenance and construction; and to perform related duties as required. This is an exempt position in accordance with the provisions of the Fair Labor Standards Act.

ESSENTIAL JOB DUTIES: Inspects roads and related structures for deficiencies and recommends corrective action and priorities of work; supervises the preparation of work schedules and the initiation of projects; reviews projects and estimates labor, material, and equipment requirements; makes periodic inspections of work being performed; arranges for laboratory tests of materials as required; approves purchase orders; participates in preparation of specifications for new equipment and materials; prepares budget estimates; prepares special reports as required; answers complaints and resolves problems of emergency matters; insures that all road equipment is properly maintained and scheduled for shop maintenance; supervises and evaluates Road Maintenance Supervisors and reviews reports on other Road Maintenance personnel; perform duties of an Equipment Operator as necessary. Must have ability to drive for prolonged periods of time; stand, walk, sit, twist, and carry up to 50 pounds; climb and descend stairs; frequent telephone use. Position may include exposure to moving machinery which includes all trucks and equipment; to noises caused by heavy equipment and tools; dust, fumes, and other irritants; ambient weather conditions which include a high of 120 degrees and a low of -10 degrees Fahrenheit.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with three years of progressively responsible experience in a major aspect of the maintenance and improvement of roads, at least one of which must have been in a supervisory capacity. Must possess a valid Class A driver's license; this position is subject to DOT testing as required.

Knowledge of: The methods, materials, and equipment used in road maintenance and improvement; the administrative principles and methods as applied to the Director of Public Works/Road Commission field services.

Ability to: Schedule work, establish priorities, and supervise work of several area work crews; prepare reports and develop work procedures; estimate labor, materials, and equipment needed for specific projects; establish and maintain cooperatively working relationships with those contacted in the course of work. Must have ability to drive for prolonged time; stand, walk, sit, twist, and carry up to 95 pounds in course of work. Position will include exposure to moving machinery which includes all trucks and equipment; to noises caused by heavy equipment and tools; dust, fumes, and other irritants; ambient weather conditions which include a high of 125 degrees and a low of -10 degrees Fahrenheit.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination including drug screen. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must possess a valid Class A operator's license issued by the State Department of Motor Vehicles.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

