

JOB DESCRIPTION

POSITION TITLE: Highway Superintendent

DEPARTMENT: Road

REPORTS TO: County Board

SUPERVISES: All road department employees

PURPOSE OF POSITION: Perform supervisory and administrative work in planning, organizing, directing, and supervising the Highway Department. The superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Functions:

Plans, directs and budgets the activities of the Highway Department. Prepares departmental operating and capital budgets; coordinates efforts with county board and other boards/committees. Administers and approves all expenditures, including payroll, accounts payable, and contracts for outside services.

Responsible for the planning, designing and implementation of maintenance and construction procedures of all county roads, bridges and highway structures; solicit, review and make recommendations of bids for such work, schedule and inspect contract work for compliance with plans and specifications, maintain and recommend replacements of construction equipment, inspects the county's bridges.

Prepare and present to the Board of Commissioners/Supervisors the County One Year Road Plan, Annual Report, and fiscal year Road and Bridge Budget. Submit said reports to the Board of Public Roads Classifications and Standards.

Contact person and responsible for the county's Drug and Alcohol program. "Responsible Charge" designee for federal aid projects.

Supervises the overall administration and direction of highway operations, including the maintenance and repair of roads, bridges and related facilities; the maintenance of vehicles and equipment; snow and ice removal; and the tree and brush removal.

Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards. Plans the utilization of staff and equipment in accordance with work schedules; orders materials and supplies.

Represents the department at a variety of different meetings. Responds to complaints, concerns, and questions from the public and other entities.

Attend seminars on a variety of department related subjects.

Program projects to utilize all state and federal aid funding available. Maintain program according to State and Federal requirements.

Develop and present quarterly safety meeting and training sessions for road department employees. Inspect and document accidents, both employee and public (pertaining to roads). Conduct inspections of road department facilities and equipment to ensure safe working conditions.

Develop and maintain countywide inventories and inspection programs including but not limited to signs, culverts, bridges, etc.

Develop and maintain snow removal program.

Hire and fire department employees as necessary.

Develop and implement job descriptions for all road department employees, conduct performance evaluations, supervise drug and alcohol testing for employees and responsible for the supervision of the road department employees. Document and approve or disapprove employee's requests for time off, sick leave, vacation, etc. Document disciplinary actions for violated rules and regulations in the department.

Perform duties on an on-call basis as needed.

Performs other duties as directed or as the situation dictates.

Essential Knowledge, Experience, and Abilities:

Knowledge of routine vehicle and equipment maintenance procedures

Knowledge of general and specialized road and bridge maintenance and construction methods.

Knowledge of surveying sufficient to read, set grade and calculate quantities for culvert and road construction.

Knowledge of math sufficient to calculate quantities for armor coat, asphalt and earth construction projects and budget purposes.

Knowledge of computers to conduct bridge inspections, drainage structure programs, budgets, etc.

Knowledge of culvert sizing and design.

Knowledge of grants and federal aid programming and acquisition of funds.

Ability to read construction plans for maintenance and construction projects and to design projects to meet minimum standards.

Ability to work with the public, receive and respond to public complaints.

Ability to conduct meetings both employee and public.

Ability to develop and annually update long-range plans based on needs and coordinated with adjacent local government units.

Ability to develop annual programs for design, construction and maintenance.

Ability to develop budgets based on programmed projects and activities.

Ability to implement the capital improvements and maintenance activities provided in the approved plans programs and budgets.

Ability to keep information including personnel records, bid proposals, etc. confidential as access is available to all highway department records.

Essential Education, Certifications, and/ or License:

A graduate high school education plus experience and training in the maintenance, construction and inspection of county roads and bridges. Experience in the operation of heavy equipment used in the construction of county roads and bridges. Experience in the operation of computers to run bridge inspection, culver sizing and other road department computer programs. A valid Nebraska driver's license is required. Ability to obtain "Responsible Charge" status for managing federal aid projects.

Essential Physical Demands and Typical Working Conditions:

While performing the duties of this job, the employee is frequently required to sit; stand; walk use hands to finger, hand, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, or crawl; and talk and listen on a two-way radio.

The employee must frequently lift and/ or move up to 50 pounds and occasionally lift and/ or move in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office situation, an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, sun and inclement weather. Normal hazards are present in working with machinery and vehicles.

The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/ or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

Essential Attendance and Availability Requirements:

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.

Must work at the assigned worksite.

Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with disability may require and accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.