

# Jeff Davis County Board of Commissioners

**OAKLEY G. PERRY**

*County Administrator*

**HEATHER SCOTT**

*County Clerk*

**J. ANDERSON RAMAY, JR.**

*County Attorney*



**BRAD CREWS**

*Chairman*

**HANK HOBBS**

*Vice Chairman*

**JAMES BENJAMIN**

**RICKY CROSBY**

**VANN WOOTEN**

## Jeff Davis County Job Description

**Title:** Road and Solid Waste Superintendent

**Department:** Road Department & Solid Waste Department

**Pay Scale:** Scale to be determined. Pay commensurate on experience.

**Job Status:** Full Time

**Desired Start Date:** County will work with a preferred candidate if a later start date is needed.

**Summary:** Under the general direction and supervision of the County Administrator, the Road and Solid Waste Superintendent is to manage the day to day operations of both the Road Department and Solid Waste Department. This is to include prioritizing work for employees, directing the departments operations, trouble shooting fixes to road issues, and managing employees. This position will work closely with the County Administrator, employees of both the Road and Solid Waste Departments, and the general public.

**Supervisory Duties:** This position supervises two full-time clerical staff, about 10 full-time equipment operators, about four full time CDL drivers, about five laborers, and about 15 part-time staff.

### Duties and Responsibilities:

1. Serve as supervisors for all Road and Solid Waste Department employees
2. Direct the day-to-day operations of two departments
3. Keep the Board of Commissioners and County Administrator apprised of all road and solid waste developments
4. Work with the public to address road issues
5. Prioritize work request and work orders to address the most dangerous/sensitive/and high traveled areas first, **AND** be able to communicate to superiors why a request has been prioritized the way it has been.
6. Teach and train new employees their job responsibilities
7. Schedule work of employees
8. Provide discipline and corrective measures where necessary to department employees

- a. Discipline includes verbal warnings, write ups, and recommendations to the County Administrator that employees be suspended or terminated.
9. Conduct job interviews and make recommendations to the County Administrator on hiring
10. Responsible for managing the budgets of both the Road and Solid Waste Departments and shall prepare proposed budgets each year to submit to the County Administrator
11. Create specifications for bids and RFP for road projects and solid waste work in the county that is outside the scope of our departments
12. Assist other departments when necessary by removing trees, grading lots, and other work
13. Manage the operation of the two closed landfills owned by Jeff Davis County
14. Manage dirt pits and find new locations to construct dirt pits
15. Resolve employee disputes and complaints
16. Ensure the safety of all equipment and make sure employees are appropriately trained to operate equipment
17. Oversee the operations of the mechanic shop and solid waste collection sites
18. Find innovative solutions that protect road department materials from theft (e.g. 911 Road Signs, Hazard Signs, Cones, and more)
19. Build partnerships with GDOT, other county road departments, and other groups in order to progress the road department needs of the county and advance the region's transportation system

#### **Minimum Qualifications:**

1. Associate Degree in Mechanics, Construction, , or other related field **OR** 10 years' experience in related work.
2. Be 18 years of age
3. Pass a Background Check
4. Pass a Drug Screen
5. Poses a valid driver's license
6. At least five years of experience in road construction, road maintenance, solid waste, equipment operations, mechanics, and/or another closely related field.
7. At least one year of experience in supervising road construction work, solid waste management, or other related field **OR** three years of experience supervising others in work unrelated to road maintenance/solid waste management.
8. Great communication skills
9. Courteous manner and ability to work with the public
10. Trustworthy
11. Quick learner
12. Organizational and time management skills
13. Ability to lift packages up to 50 pounds
14. Ability to become certified for underground storage tanks (fuel system) after hire date.

**Preferred Knowledge and Abilities:**

1. Licensed CDL Class A Driver
2. Proficient in operating Road Graders, Backhoes, Roll-Off Trucks, and other equipment
3. Bachelors of Science in Engineering or Construction
4. Currently holds or has the ability to obtain a landfill license
5. Currently holds or has the ability to obtain a commercial pesticide license

**Job Posting Contact:**

Heather Scott  
County Administrator  
(912)375-6611  
[heather.scott@jeffdaviscountyga.gov](mailto:heather.scott@jeffdaviscountyga.gov)

**Applications Due:** The County Administrator may extend this deadline if not a large enough applicant pool exist.

**USPS Mail**

Jeff Davis County  
P.O. Box 609  
Hazlehurst, GA 31539

**Hand Delivered**

Jeff Davis County Courthouse, Suite 101  
14 Jeff Davis Street  
Hazlehurst, GA 31539

- 1.