

## **HIGHWAY SUPERINTENDENT**

### **GENERAL RESPONSIBILITIES**

Manages all operations of the Highway Department and coordinates assignments and projects including road maintenance, bridge maintenance, and drainage maintenance with appropriate authorities.

### **ESSENTIAL TASKS INCLUDE THE FOLLOWING**

1. Assists in the preparation of annual budget request, administers and monitors expenditures throughout the year.
2. Reviews and analyzes work records, activity, material and equipment reports, technical materials and prepares reports, cost estimates and technical data for commissioner's review.
3. Plans, organizes, directs and coordinates the construction and maintenance of County roads, and the maintenance and repair of County vehicles and heavy equipment.
4. Develops and implements goals and objectives and establishes policies and procedures for implementation of road maintenance and repair operations.
5. Resolves operational problems, develops and implements new programs, methods and procedures to increase efficiency and quality of work.
6. Participates in capital improvement planning and in the evaluation and coordination of projects for the Highway Department.
7. Participates in the selection of equipment and specifications and determines appropriate maintenance and repair schedules and procedures.
8. Selects, plans, assigns, supervises and evaluates the work of all staff.
9. Participates in the development and presentation of annual Road improvements to the Board of Commissioners.
10. Evaluates the quality, efficiency and effectiveness of the Highway Department.
11. Performs other related duties as may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to operate heavy equipment.
2. Knowledge of light and heavy equipment operation and maintenance.
3. Ability to use hand and power tools applicable to trade.
4. Knowledge of modern methods and techniques as they relate to highway operations, construction and maintenance of highway infrastructure.
5. Ability to direct the preparation and maintenance of basic departmental records, and to make concise technical reports.
6. Ability to read, understand, follow, and enforce safety procedures.
7. Ability to establish and maintain an effective working relationship with employees, County officials, officials of other governmental agencies, contractors and public.
8. Ability to read and interpret engineering plans related to roadway designs, construction techniques and actual site conditions.
9. Ability to define problems, collect data, establish facts and draw valid conclusions.
10. Ability to use computer software and/or applications.
11. Ability to follow and enforce OSHA and County safety rules and regulations.

### **WORKING CONDITIONS AND PHYSICAL EFFORT**

1. Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds.
2. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
3. Work involves almost constant exposure to unusual elements, such as extreme temperatures, toxic chemicals, biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Commercial Driver's License

DOT (Department of Transportation) Physical Card