



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Road Maintenance Superintendent</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> X
	(Please check one)	
<b>REPORTS TO:</b> <u>Manager, Road Maintenance Operations</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>04/2016</u>
<b>DEPARTMENT:</b> <u>Road &amp; Bridge</u>	<b>JOB CODE:</b> <u>700</u>	

**SUMMARY:**

Under limited supervision, the Road Maintenance Superintendent plans, directs and oversees a comprehensive, long range maintenance and improvement plan for a portion of the County transportation network of roads, drainage structures and right of way.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Continually inspects and monitors road conditions throughout designated area of responsibility and analyzes input from various sources (community stake holders and County staff) to plan for current and future maintenance needs. Plans, manages and organizes maintenance schedules and road improvement projects to deliver a quality transportation network in an efficient and cost effective manner.

Prior to commencement of each project, plans and coordinates all aspects of the project to insure proper scope of project, communication with and/or authorization from affected property owners, awareness of utility locations and safety concerns, coordination and communication to minimize disruptions to traveling public, coordination with vendors to insure availability of materials, and coordination of equipment and crews to maximize efficiency of operations.

Recommends annual budget for materials, labor and equipment in conjunction with preparation of an annual work plan. Monitors and controls expenditures; maintains records and prepares status reports related to the work.

Monitors and maintains general inventory of materials and supplies with accountability for appropriate usage. Places orders for materials and supplies in accordance with County purchasing policy and budgeted appropriations.

Represents the Public Works Department as spokesperson in a variety of situations that require communication over the telephone, in writing, in person (one-on-one or public meetings) and via various forms of media (on-air, in print, and electronic). Thorough investigation and understanding of the issues is required to accurately represent and communicate the County's policy or position.

Investigates and prepares incident reports and/or insurance documents related to any employee injuries, vehicle/equipment accidents, and any accident or incident that could potentially result in liability for the County. As a result of incident investigation, determines the need for any changes to Department procedures or practices and initiates such changes.

Manages strategic snow and ice removal for all county maintained roads as well as other storm or disaster related duties.

Organizes safety programs and other training for crew leaders and other employees.

Serves on Department or County-wide committees as needed. Monitors weather forecasts to plan projects and implement weather related call outs. Ability to respond to emergency situations 24 hours a day 7 days a week.

Overall supervisory responsibility for 20-30 employees; includes development of strategic work plan to accomplish annual Department goals and ongoing maintenance objectives, providing employees with appropriate mentoring and training in specialized skills and equipment operation, coaching and performance evaluation. In consultation with the Manager of Road Maintenance Operations, Superintendent is also responsible for staffing decisions related to the hiring, promotion, discipline, and termination of employees. Personnel actions require thorough knowledge and understanding of County Personnel Policies and existing labor agreement.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Advanced knowledge of highway and bridge engineering plans and specifications.
2. Advanced knowledge of federal and state codes related to highway and bridge construction.
3. Advanced knowledge of human resource policies and procedures and current labor relations agreement.
4. Advanced knowledge of Microsoft Office and ESRI applications
5. Advanced skill in establishing and maintaining cooperative working relationships with the public, department staff, and contractors/vendors to meet project goals and deadlines
6. Ability to keep records and prepare reports utilizing computer software
7. Ability to communicate effectively and clearly in both oral and written form
8. Ability to obtain IS-100 and IS-200 within 6 months of hire.

**PHYSICAL DEMANDS:**

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires nighttime work as needed, and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High School diploma 7 years of road and bridge maintenance experience, 5 years supervisory experience or 7 years of road and bridge maintenance experience which include at least 4 years as crew leader or foreman, or equivalent combination of experience and completion of a degree or specialized training program in engineering, road construction, project management, or related field; basic computer skills and ability to use common software to create spreadsheets and documents; considerable knowledge of gravel roads, concrete and asphalt streets, drainage structures, pavement preservation and tree pruning techniques. Valid Missouri Driver's License and excellent driving history

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*