WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Road Superintendent

Exempt (Y/N): Yes	DEPARTMENT: Road Department
DATE PREPARED: October 2011	SUPERVISOR: Road Superintendent

SUMMARY:
The Assistant Road Superintendent provides assistance to the Road Superintendent in the County Road Department in developing and maintaining a sound and progressive road and bridge program for the benefit of the citizens of Washington County. Working with the Road Superintendent, the incumbent is responsible for an operation entailing an annual budget of approximately $8 million and over 200 pieces of equipment. The Assistant Road Superintendent oversees the overall day-to-day operations and functioning of the road department, equipment, and supplies in excess of $4 million. The incumbent in this position has a responsibility to ensure that all functions are performed efficiently to prevent the deterioration of county roads. The incumbent has a responsibility to the citizens of the county to ensure that the department is operated in an efficient and effective manner to provide superior roads at minimal tax cost to the citizen.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Consult and plan with the Road Superintendent for future department activities. Ensure that the office is efficiently managed and that accurate records are maintained for departmental purposes.

2. Assign, prioritize, schedule daily work assignments, check equipment and personnel needs, train, etc. to ensure that all projects are adequately staffed. Perform other activities necessary to continue the daily operation. Plan snow removal routes and scheduling, as required.

3. Check and solve machinery problems, check daily progress of shop personnel and other workers. Ensure that all supplies, parts, and equipment purchased are of the proper quality and obtained at the minimum cost.

4. Answer mail, return telephone messages, investigate communicate with the public to resolve all complaints. Establish road programs for computerization. Operate computer efficiently. Must be knowledgeable in Microsoft Word, Excel, Access and other programs as required, such as GPS equipment tracking software, and equipment computer setup. Computer knowledge is required for this job.

5. Prepare all purchase orders, verify and approve payment of all invoices, write specifications for equipment and materials purchased, maintain purchase journal for purchases and other disbursements. Communicate with vendors concerning the purchase of supplies and negotiate costs. Incumbent is responsible for two county credit cards, one for asphalt and gravel with a $250,000 per purchase limit and the other used for various purchase with a $10,000 per purchase limit.

6. Assist in the development and administration of the $8 million budget. Ensure scheduled road projects and expenditures are maintained within budget guidelines. Prepare monthly

and yearly budget and purchasing reports for the County Judge and general county consumption.

7. Work with all supervisors to ensure that problems are taken care of such as road or equipment, progress is being made according to schedule, and perform regular checks and inspections of county road work. Ensure that all road department projects are proceeding as scheduled.

8. Talk to all vendors, inspect and recommend road purchases, travel to seller sites for demonstrations, handle purchases of surplus of road equipment, and handle contacts with other outside vendors. Oversee and manage all outside billings for work performed by various county road crews.

9. Maintain county road files to include work and project progress files, write monthly county road reports for the County Judge and for public consumption. Prepare other reports for the county road department for various committees and public hearings.

10. Review work reports on the stages of various projects, check monthly reports on the crusher, gravel hauled, roads graded, asphalt purchased, tile used, shop work, and supplies on hand.

11. Assist with scheduling state and federal aid jobs with the Road Superintendent. Work with the Road Superintendent and the County Judge on federal and state aid projects.

12. Participate in various committees such as the road committee, Quorum Court committees, and other committees as specified by the Road Superintendent and/or the County Judge. Occasionally, conduct interviews with local television and newspapers.

13. Communicate with the public concerning road department affairs to include the resolution of complaints, communicate with vendors concerning the purchase of supplies, and make recommendations to the county concerning the purchase of road department equipment.

14. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among county and other agencies.

15. Conduct final inspections of sub-divisions and large-scale developments with Superintendent before planning board approval.

16. Prepare county's bids for state aid projects. Coordinate and communicate with state highway department officials to make sure job is performed correctly.

17. Prepare storm water permits for county projects and inspect or oversee inspections for each project to insure county is complying with EPA and ADEQ regulations.

18. Subject to 24 hour call. Must respond to road and bridge emergencies, and other emergencies as needed. Required to check condition of roads during snow or ice.

19. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
The incumbent has direct supervisory responsibility for twenty-six plus (26+) employees and functionally influences all other road department employees. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
The incumbent must have a high school diploma or General Education Degree, (GED); broad knowledge of equipment, engineering, business, equivalent to 4 years of college; and 9-10 years previous experience with heavy equipment and road maintenance and 6 years of management experience

OTHER SKILLS and ABILITIES:
The incumbent must possess extensive knowledge in all facets of road department work and equipment operation. The incumbent must possess excellent supervisory skills, excellent communication and interpersonal skills as this position has considerable contact with other county employees, the public, and vendors, both in person and on the telephone. This individual should possess good office and office organizational skills for the writing and filing of road department paperwork, have knowledge of basic accounting for purchasing and budgeting functions, and computer knowledge for many office functions. Must be familiar with County's planning regulations. The incumbent is required to effectively communicate with engineers concerning road work, sub-divisions and large scale developments. The individual must have knowledge for reading and understanding construction plans, plats and as-built.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/ controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position. Specific vision abilities required by this job include distance vision, close vision, peripheral vision, and color vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent is occasionally subjected to the elements, notably dirt, noise, temperature extremes, oily conditions and fumes.