

# WASHINGTON COUNTY

## Job Description

### JOB TITLE: Road Superintendent

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Exempt (Y/N): Yes

DEPARTMENT: Road Department

DATE PREPARED: September 2011

SUPERVISOR: Chief of Staff

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#### **SUMMARY:**

Under the general supervision of the Chief of Staff and at the direction of the County Judge, the Road Superintendent is responsible to develop and maintain a sound and progressive road and bridge program. The incumbent serves as the general manager of the County Road Department. The Road Superintendent is responsible for the overall operation and functioning of the Road Department, equipment, and supplies worth several millions of dollars. The incumbent in this position has a 24/7 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 and within the budget.

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

1. Assign and prioritize daily work to include gravel hauls and future gravel needs, plan for future road construction jobs, blacktopping, patching roads, and assignment of winter snow shoveling and road clearing work.
2. 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.
3. Schedule moving of equipment for projects and preparing roads for work crews, checking with the shop on down equipment, and revise schedule accordingly. Prepare plans for future projects. Ensure that all road department activities are scheduled appropriately and that the proper equipment is delivered to the correct work location.
4. 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.
5. Assist with scheduling state and federal aid jobs with the County Judge and the Assistant Road Superintendent.
6. Participate in weekly meetings with the County Judge and attend and actively participate on various County departments.
7. Communicate with the public concerning road department affairs to include the resolution of complaints, negotiations with vendors concerning the purchase of supplies, and make recommendations to the County concerning the purchase of road department equipment.

8. Ensure that all road department operations are adequately staffed and that individuals hired meet road department specifications and receive proper training.
9. Ensure that all supplies, parts, and equipment purchased for the road department is of the proper quality and obtained at the minimum cost.
10. Perform all other general manager functions required to the Road Superintendent in managing road department affairs such as preparation of the annual budget and ensure that operations are within the budget.
11. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.

**SUPERVISORY RESPONSIBILITIES:**

The incumbent has direct responsibility for the supervision of nine (9) supervisors and functional responsibility for approximately 76 employees in the road department. 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 evaluating 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 10 years previous experience using heavy equipment, road maintenance, and proven leadership and supervisory skills and seven years of management experience.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:**

Budget Responsibility:	\$9,000,000
Equipment:	\$13,000,000
TOTAL	\$22,000,000

**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 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.

**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 an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.