



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Roads Maintenance Superintendent	<b>NEW:</b> X	<b>REVISED:</b> _____
	_____	(Please check one)
<b>REPORTS TO:</b> Manager, Roads Maintenance Operations	<b>FLSA:</b> Exempt	<b>DATE:</b> 10/11
<b>DEPARTMENT:</b> Public Works – Maintenance Operations		<b>JOB CODE:</b> 204

**DEFINITIONS:**

With general supervision, oversees the maintenance of County roads and bridges in assigned district, assigns and supervises work crews and equipment, sets priorities and coordinates with contractors, and ensures that all safety polices and procedures are observed.

**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.)*

Assigns and supervises work crews that maintain and repair roads and bridges in assigned district; participates in hiring and evaluation of training; provides training in equipment operations and safety; schedules materials and equipment for efficient completion of projects;

Organizes snow and ice removal, storm or other weather-related emergencies, and other disaster-related duties; inspects utilities permits; recommends type, size and amount of culvert and rock required for projects related to roads and driveways; plans, organizes, and pursues the repair of surface roads.

Meets with citizens to understand concerns; plans and organizes repairs to resolve issues raised by citizens; explains policies and practices to residents; maintains good service to and relations with the public; sets up meetings with the public to advise and education on signing, easements and road building projects.

Recommends replacement, repair and coordination of equipment for the fleet operation; responsible for management and functions as well as safety operation of the Asphalt Storage Facility; organizes and completes ground management projects for the County facilities; writes and evaluates purchase specifications for equipment, materials and services; applies working knowledge of mechanical equipment, including technical evaluation and analyzing of equipment.

Assumes duties in the absence of staff level managers; performs cost accounting activities related to assigned projects; works within the confines of the budgets set forth by the County; completes special projects as assigned; develops and maintains working relationships with vendors and contractors; serves on committees to advise and implement new technology.

**KNOWLEDGE AND SKILLS:**

1. Good knowledge of highway and bridge engineering plans and specifications.
2. Good knowledge of federal and state codes relating to highway and bridge construction and to workplace safety.
3. Good knowledge of Boone County human resources policies and procedures.
4. Skill in supervising an organized labor workforce, handling grievances and maintaining good working relationships.
5. Skill in working with engineering specifications and documentation, and coordinating activities of contractors.
6. Skill in establishing and maintaining cooperative working relationships with the public, department staff, other County departments and the public.
7. Skill in communicating and organizing the work of maintenance crews and contractors to meet project goals and deadlines.
8. Skill in scheduling projects, including workforce, materials and equipment.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and five years of road and bridge maintenance experience; supervisory, electrical, plumbing, contracting, concrete, and asphalt experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)