

JOB TITLE: Roads and Bridges Superintendent

RB/1

DEPARTMENT: Roads and Bridges, Taylor County

JOB SUMMARY: This position is responsible for supervising the maintenance and repair of county roads and bridges and for overseeing the repair and maintenance of all county vehicles and equipment.

MAJOR DUTIES:

- o Schedules, assigns, and directs the work of personnel engaged in performing county road improvements and maintenance activities.
- o Inspects roads, bridges, and drainage systems to determine maintenance and repair needs.
- o Supervises and instructs employees regarding work methods, procedures, and standards related to their assignments.
- o Hires, counsels, and disciplines personnel; approves leave requests; conducts performance evaluations; recommends terminations.
- o Develops department budget and monitors expenditures under existing budget.
- o Recommends purchase of equipment, materials, and supplies.
- o Receives and processes work orders and service requests of County Commissioners and the general public.
- o Coordinates road and bridge maintenance and improvements with other county departments and outside contractors.
- o Communicates with State Department of Transportation officials regarding county road and bridge projects.
- o Determines equipment and supply needs, maintains supplies inventory, and submits bids and specifications for equipment purchases.
- o Reports progress on work assignments at County Commissioner meetings.
- o Supervises placement of trash dumpsters in county; oversees operation of refuse trucks.
- o Directs the work of mechanics responsible for maintaining all county-owned vehicles and equipment.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of road construction, maintenance and repair principles, procedures and methods.
- o Knowledge of bridge construction, maintenance, and repair principles, procedures and methods.
- o Knowledge of county operating policies and procedures and county ordinances and codes.
- o Knowledge of State Department of Transportation rules and regulations concerning county roads.
- o Knowledge of equipment operation, maintenance, and design specifications.
- o Skill in operating heavy equipment.
- o Skill in supervision.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences and observation of department activities.

GUIDELINES: Guidelines include county policies and procedures and the Georgia Department of Transportation Road Maintenance Manual. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative, managerial, and supervisory duties related to road and bridge maintenance and construction. Deadlines affected by inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to oversee the maintenance and repair of county roads and bridges. Successful performance ensures safe and accessible roads and rights-of-way.

PERSONAL CONTACTS: Contacts are typically with utility company representatives, co-workers, other county employees, county commissioners, equipment and supply vendors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed in an office and outdoors. The employee is exposed to noise, dirt, dust, machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Assistant Roads and Bridges Superintendent (1), Mechanic (1), Administrative Secretary (1), Heavy Equipment Operator (2), Motor Grader Operator (3), Truck Driver (1), Service Truck Operator (1), Mechanic Helper (1), and Road Maintenance Worker (4).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.