

I. TITLE OF THE CLASS: County Highway Superintendent

II. CHARACTERISTICS OF THE CLASS:

Under Administrative Direction; Performs supervisory work of considerable difficulty in directing the County Road and Bridge Construction and maintenance crews; Performs related work as required.

III. EXAMPLES OF DUTIES:

Plans, directs and coordinates the operational maintenance functions, including determined man power and equipment need, material requirements and other job related needs.

Serves as a staff member in advising and assisting on feasibility studies and on the development of construction and maintenance plans and contracts.

Represents the road department in public meetings; acts in matters involving maintenance, including input from the general public into operating needs.

Coordinates non-contract county construction program with the County Engineering Consultant.

Assures the maintenance of necessary maintenance records and the preparations of reports.

Represents the County Board of Commissioners at meetings of local, State and Federal officials relative to the funding of County programs.

Interviews and hires personnel in the Highway Department.

IV. KNOWLEDGE, SKILLS, and ABILITIES REQUIRED FOR FULL PERFORMANCE:

Knowledge of operational needs of department in terms on manpower, equipment, and materials; knowledge of road and bridge design, construction and maintenance from both technical and practical frame of reference.

Ability to plan, schedule and direct the diverse activities of a county road department; ability to ascertain full compliance with contracts and laws; ability to establish and maintain effective relationships with governmental officials, contractors and the general public; ability to secure the cooperation of land owners and the general public in departmental affairs. Must possess a Professional County Highway Superintendent's License, Class A preferred.