

## EMMONS COUNTY JOB DESCRIPTION

### **Road Superintendent**

**JOB SUMMARY:** Supervise the construction and maintenance of Emmons County roads and bridges, manage and organize subordinate work schedules, assist with budget planning and administration, and plan and oversee all construction projects and equipment maintenance associated with the Road Department.

#### **RESPONSIBILITIES:**

- Personnel management to include supervision, scheduling, training and performance evaluations for all employees of the Emmons County Road Department. Working knowledge of the Emmons County Employee Handbook.
- Plan and direct road construction and maintenance, snow and ice removal, and weed mowing in the County.
- Authorize equipment and supply purchases, approve all major equipment repairs, and monitor contractor performance.
- Assist with budget preparation, policy-making decisions, department administrative duties, and communication with the general public.

#### **ESSENTIAL JOB DUTIES:**

- Assist the Board of County Commissioners in hiring of employees and contractors for the Emmons County Road Department.
- Train, schedule and monitor workloads, enforce safety regulations, and evaluate performance of employees assigned to Road Department.
- Plan and direct gravel road and highway construction, culvert replacement and maintenance activities, snow and ice removal, weed mowing, and other activity associated with Road Department maintenance.
- Locate and negotiate purchase of gravel deposits, and monitor contractors working with Emmons County.
- Train employees in equipment operation, safety, and risk management.
- Research and draft specifications for equipment and vehicles, generate equipment purchase expense for budgeting, and authorize various equipment and supply purchases.
- Analyze and authorize project codes and billings, approve expenditures, and sign purchase orders for payment.
- Communicate with the general public to resolve complaints and respond to various township requests.
- Generate and maintain records and various reports to track project and equipment maintenance costs.
- Maintain a sign inventory. Responsible for proper signing of Emmons County roads—including 911 street signs.
- Must comply with local and state bidding and purchase requirements.
- Attend monthly Board of County Commissioners Meeting.
- Work closely with Emmons County Emergency Management.
- Perform other duties as required and assigned.

**JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:**

- Must be a high school graduate or GED certified, 18 years of age or above.
- Must possess and retain a Class A CDL as issued by the Driver's License Division of the State of North Dakota, with no serious driving convictions.
- Three-to-five years of experience as Highway Maintenance Worker.
- Preferred but not required, two years of supervisory experience, and/or equivalent combination of education and experience.
- Thorough knowledge of methods, materials, and equipment necessary for proper road construction and maintenance, basic knowledge of bridge construction, and ability to operate road maintenance and construction equipment.
- Considerable knowledge of the hazards and applicable safety precautions of road work.
- Must have interpersonal communication skills and be able to interact with fellow employees, professional staff, contractors, and the general public.
- Computer knowledge is required.
- Must reside in Emmons County.

**WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:**

- Physical environment consists of indoor/outdoor exposure to various extremes of climate and weather.
- Will include physical motions of sitting, standing, walking, bending, pushing, pulling, crouching, twisting, grasping, climbing, lifting and carrying heavy items (minimum of 75 pounds) and other physical motions.
- Occasionally required to work early shifts, respond to call back or emergency procedures at all hours of the day, including holidays and weekends.
- Employees in this position are subject to random alcohol and controlled substance testing in accordance with the federal mandated Omnibus Transportation Employee Testing Act of 1991.

**SALARY:** Depending on Experience (DOE)

**BENEFITS:**

Health Insurance – Family Policy is paid by the County.

Retirement – 16.26% of gross pay is contributed by the County that is disbursed to the ND PERS State Pension Plan.

Annual Leave Accrual:

- 0-1 years of service – 5 working days
- 2-6 years of service – 10 working days
- 7-15 years of service – 15 working days
- 16-20 years of service – 20 working days
- 21+ years of service – 25 working days

Sick Leave – one day per month.

Holidays as set by County Policy

**CLARIFICATION CLAUSE:**

This is an appointed position by the Board of County Commissioners. This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Road Superintendent related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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Employee Signature

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Date