



Roads District Superintendent (1183)

FLSA Status: Exempt

Pay Grade: 22

Safety-Sensitive: No

Purpose

The purpose of this classification is to the day-to-day operations and staff involved in constructing, maintaining, and repairing of streets, bridges and rights-of-way of an assigned district for the County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Coordinates daily work activities: organizes, prioritizes, and assigns work; oversees employee schedules to ensure adequate coverage and control; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise; conducts routine meetings with staff to discuss material and equipment needs; resolves special or unusual requirements on projects; and provides updates and progress reports to Deputy Director.

Manages the maintenance, repair and construction of County roads, bridges and rights-of-way in an assigned district: conducts on site work reviews to ensure full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency; ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, procedures, and specifications; ensures adherence to established safety procedures; and monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Monitors and inspects work plans: reviews blueprints, work orders, and/or work instructions; assists with the procurement of needed materials; monitors project timelines and goals; and provides updates on project status and estimated completion times as requested.

Assists in developing, implementing and updating policies and procedures for area of assignment: develops and recommends work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Performs various financial tasks: assists in developing and administering department budget; monitors expenditures for adherence to established budgetary parameters; and processes invoices for materials and equipment.

Receives and responds to complaints and inquiries: receives, answers, and remedies any difficult complaints or problems that cannot be handled by subordinates; and keeps related records and submits required reports.

Ensures maintenance and proper use of equipment: develops and implements preventative maintenance schedules for equipment; ensures daily cleaning and washing of equipment and tools; ensures completion of minor maintenance activities, such as checking and adding fluids, checking tire pressure, etc.; reports and schedules needed major repairs and maintenance; and completes and maintains inspection, gas usage and other associated documentation.

Performs other related duties as required.

Minimum Qualifications

Associate degree in a related field required; supplemented by three years of experience in roads construction, maintenance, and repair and heavy equipment operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia Commercial Driver's License (CDL), including appropriate endorsements.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, animal attacks, hazardous materials, heights, machinery, vibrations, electric currents, bright/dim lights, toxic agents, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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