

Position: Maintenance Superintendent

Reports To: County Engineer

Description: Under the general direction of the County Engineer, supervises and coordinates the assignment of employees, equipment and materials for the construction, maintenance and repair of roads, bridges, culverts, traffic signs, right-of-way and related facilities within the County's Secondary Road System; performs related work as directed. May assist the Assistant to the Engineer in supervision of employees under the Assistant's scope of supervision.

Essential Duties and Functions:

Supervises General Working Foreman, Working Shop Foreman, Roadside Manager, and Equipment Operators and other staff as assigned in maintenance and repair of county roads, bridges, and right-of-ways such as blading, drainage, culverts, ditching, signs, weed control, resurfacing, patching, mowing. Assigns daily duties to employees listed and coordinates the use of equipment in said work.

Establishes maintenance goals and oversees road projects. Monitors status and keeps time, material and equipment records on said projects. Monitors rock placement throughout the county and coordinates rock placement when necessary.

Routinely drives road system and monitors maintenance issues. Inputs maintenance issues into the work order system. Reviews, maintains and updates the work order system. Serves as the main point of contact for maintenance requests from the public. Review road maintenance issues put into the work order system by others.

Recommends new hires; trains employees; maintains log or personnel assignments and equipment; approves and processes leave requests; assigns projects and checks results; approves overtime hours; monitors time and work records; handles grievances and complaints; administers disciplinary actions.

Coordinates snow removal, sanding, salting, and plowing; maintains inventory of materials such as sand, salt and blades for snow removal; calls out and assigns/checks work of maintenance crews in emergencies such as floods, snow removal, signs and other related maintenance functions.

Coordinates maintenance of county equipment. Tracks equipment problems and evaluates cost/benefit of repair, new purchase, or contracting services; oversees maintenance of department buildings and grounds.

Coordinates One Call locates and utility conflict resolution. Maintains an effective working relationship with utility company representative, contractors, landowners, county officials, staff and the general public; advises county engineer of problems and handles numerous complaints and requests.

Coordinates right of entry with landowners, including coordination and/or compensation for damages due to right of entry (i.e. fence replacement/repair).

Provides for and handles 24 hour on-call services such as from the sheriff for county road and/or accident problems. Coordinates with General Working Foreman and Working Shop Foreman for labor, equipment and material needs to rectify emergency situations.

Develops and presents recommendations to the county engineer regarding equipment and supply and material purchases. Researches equipment and prepares specifications for quotes and bids. Maintains working relationships with equipment suppliers and vendors.

Implements and enforces county personnel policies and procedures. Carries out disciplinary action at the consent of the County Engineer.

Performs general labor and skilled equipment operations in any seasonal road maintenance function of the department.

Issues purchase orders and has authority to purchase items for shop and maintenance operations.

Performs related work as directed.

Requirements:

Possession of valid Class "A" Commercial Drivers License with air brake endorsement.

Graduation from high school or GED equivalent and 5 or more years of experience in construction, road maintenance and equipment operation functions.

Considerable knowledge of the methods, techniques, and practices of highway construction and maintenance.

Considerable knowledge of related equipment and safety practices.

Ability to understand and implement oral and written instructions.

Ability to maintain and present operating records and reports.

Possesses skill in the application of construction and maintenance methods and practices.

Ability to operate standard construction equipment.

Ability to plan, organize, assign, supervise and inspect the work of subordinates.

Ability to establish and maintain an effective working relationship with fellow employees and public.

Subject to call 24 hours/day.

Willingness to undergo a pre-employment, post offer physical and functional capacity evaluation.

Willingness to comply with drug and alcohol testing procedures required by federal law and county policy.