

## **HALL COUNTY JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Highway Superintendent and Public Works Director
<b>DEPARTMENT:</b>	Highway/Public Works Department
<b>REPORTS TO:</b>	County Board
<b>SUPERVISES:</b>	All Highway/Public Works Department Employees
<b>REVISION DATE:</b>	10-12-2021

### **General Purpose**

Perform supervisory and administrative work in planning, organizing, directing, and supervising the Highway/Public Works Department. The Highway Superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Functions**

Plans, directs, and budgets the activities of the Highway Department. Prepares departmental operating and capital budgets; coordinates efforts with county board and other boards/committees. Administers and approves all expenditures, including payroll, accounts payable, and contracts for outside services.

Responsible for the planning, designing and implementation of maintenance and construction procedures of all county roads, bridges and highway structures; solicit, review and make recommendations of bids for such work, schedule and inspect contract work for compliance with plans and specifications, maintain and recommend replacements of construction equipment, inspects the county's bridges.

Prepare and present to the Board of Commissioners/Supervisors the County's One and Six Year Road Plan, Annual Report, and fiscal years Road and Bridge Budget. Submit said reports to the Board of Public Roads Classifications and Standards.

Contact person and responsible for the county's Drug and Alcohol program. Serves as the county's Flood Plain Manager. "Responsible Charge" designee for federal aid projects.

Supervises the overall administration and direction of highway operations, including the construction, maintenance and repair of roads, bridges and related facilities; the maintenance of vehicles and equipment; snow and ice removal; and tree and brush removal.

Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards. Plans the utilization of staff and equipment in accordance with work schedules; orders materials and supplies.

Represents the department at a variety of different meetings. Responds to complaints, concerns, and questions from the public and other entities.

Attend seminars on a variety of department related subjects.

Plan projects to utilize all state and federal aid funding available. Maintain program according to State and Federal requirements.

Develop and present quarterly safety meeting and training sessions for road department employees. Inspect and document accidents, both employee and public (pertaining to roads). Conduct inspections of road department facilities and equipment to ensure safe working conditions.

Develop and maintain countywide inventories and inspection programs including but not limited to signs, culverts, bridges, etc.

Develop and maintain snow removal program.

Develop and implement job descriptions for all road department employees, conduct performance evaluations, supervise drug and alcohol testing for employees and responsible for the supervision of all road department employees. Document and approve or disapprove employee's requests for time off, sick leave, vacation leave, etc. Document disciplinary actions for violated rules and regulations in the department.

Performs duties on an on-call basis as needed.

Performs other duties as directed or as the situation dictates.

### **Essential Knowledge, Experience, and Abilities**

Knowledge of routine vehicle and equipment maintenance procedures.

Knowledge of general and specialized road and bridge maintenance and construction methods.

Knowledge of surveying sufficient to read, set grade and calculate quantities for culvert and road construction.

Knowledge of math sufficient to calculate quantities for armor coat, asphalt and earth construction projects and budget purposes.

Knowledge of computers to conduct bridge inspections, drainage structure programs, budgets, etc.

Knowledge of culvert sizing and design.

Knowledge of grants and federal aid programming and acquisition of funds.

Ability to read construction plans for maintenance and construction projects and to design projects to meet minimum standards.

Ability to work with the public, receive and respond to public complaints.

Ability to conduct meetings both employee and public.

Ability to develop and annually update long-range plans based on needs and coordinated with adjacent local government units.

Ability to develop annual programs for design, construction and maintenance.

Ability to develop budgets based on programmed projects and activities.

Ability to implement the capital improvements and maintenance activities provided in the approved plans programs and budgets.

Ability to keep information including personnel records, bid proposals, etc. confidential as access is available to all highway department records.

### **Essential Education, Certifications, and/or Licenses**

A graduate high school education plus experience and training in the maintenance, construction and inspection of country roads and bridges. Experience in the operation of heavy equipment used in the construction of county roads and bridges. Experience in the operation of computers to run bridge inspection, culvert sizing and other road department computer programs. A valid Nebraska driver's license is required. Ability to obtain, within two years, and maintain a Nebraska Bridge Inspectors License. Ability to obtain "Responsible Charge" status for managing federal aid projects. Class "A" highway superintendents license is required or the ability to obtain said license within five years of employment.

### **Essential Physical Demands and Typical Working Conditions**

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, or crawl; and talk and listen on a two-way radio.

The employee must frequently lift and move up to 50 pounds and occasionally lift and move in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office situation, an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, sun and inclement weather. Normal hazards are present in working with machinery and vehicles.

The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

## **Attendance and Availability Requirements**

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required weekends and holidays.

Must work at the assigned work site and must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Any omission of specific statements does not exclude them from the position if they are similar, related, or a logical assignment to the position. The County recognizes that an individual with a disability may require an accommodation to enable the employee to successfully perform a job function. Consideration will be given for reasonable accommodations. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.