

HOUGHTON COUNTY ROAD COMMISSION
JOB DESCRIPTION

CLASSIFICATION: Maintenance Superintendent

GENERAL SUMMARY

Under the general supervision of the County Highway Engineer Manager, directs the day-to-day operations of all Road Commission garages as it relates to the maintenance and construction of county roads and bridges, including the upkeep of the Road Commission's equipment, building and grounds.

TYPICAL DUTIES:

1. Directs the general assignment of work crews by planning road maintenance and construction activities with other supervisors in the Road Commission.
2. Directs the preparation of expenditures for county roads and bridges, force account construction and maintenance work. Reviews and revises standard operating procedures to improve quantity and quality of work. Determines quantities to be performed within budget guidelines.
3. Conducts monthly meetings with all district foremen and master mechanic to coordinate work activities, discuss problem areas and review work accomplishments and progress as it relates to the budget.
4. Travels throughout the county to inspect work completed or in progress and assesses needs for future work.
5. Represents the Road Commission in the defense of lawsuits relating to road conditions; researches and attests to facts for same.
6. Performs various personnel functions such as training, counseling, motivating, evaluating and disciplining employees. Instructs proper work safety policy and other standard work rules.
7. Prepares, or directs, the specifications and quantities for annual material and equipment requirements and buildings and ground improvements.
8. Hires contractors and administers the necessary contracts for performing supplemental maintenance or construction work.
9. Prepares reports on departmental activities, such a maintenance operations, road conditions, meetings, equipment status and recommended purchases.
10. Represents the Road Commission at various meetings with utility companies, contractors, local governments and the general public.
11. Inspects and issues permits for minor work within county road right-of-way.

12. Attends meetings, reads publications and meets with sales representatives to keep abreast of new materials, methods, equipment and techniques for building and maintaining roads and bridges.
13. Answers emergency calls on a 24 hour basis, as needed.
14. May be required to perform a variety of tasks related to the operations of the Road Commission.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

JOB SPECIFICATIONS

1. Five (5) years experience in road maintenance and/or construction;
2. Ability to understand mechanical and technical processes;
3. Appropriate interpersonal skills to effectively supervise other employees;
4. Ability to prepare and maintain accurate records, correspondence and analytical reports;
5. Must be able to operate computer terminal or personal computer;
6. Ability to communicate tactfully and effectively with the public, local officials and other employees on both written and verbal levels;
7. Valid driver's license with Group A CDL, with endorsements for tanker;

PHYSICAL REQUIREMENTS

1. Ability to operate motor vehicle;
2. Ability to bend, squat, crouch and stoop;
3. Ability to climb 20 foot ladder once a week;
4. Ability to walk on 1:1 slope for 20 vertical feet at least once a day;
5. May be required to walk ½ mile on uneven ground;
6. May be required to use small hand tools;
7. May be required to lift 50 pound object once a week to a height of 6 feet.