



Maintenance Superintendent

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| Department | Highway | Classification | Grade 18 |
| Reports to | Highway Engineer | Unit | Non-Union |
| Supervises | Maintenance II Foreman Maintenance II Shop Foreman Assistant Shop Foreman | FLSA Status | Exempt |

Position Description

Responsible for directing and supervising the road and bridge maintenance operations including the repair, reconstruction, and major and minor maintenance of county roads, bridges, and ditches. This position also monitors winter road conditions and coordinates snow removal operations.

Essential Duties and Responsibilities

- Supervises, plans, coordinates, and oversees the day-to-day activities of employees engaged in the maintenance, repair, and construction of roads, bridges and right-of-way.
 - Supervises and assists with training staff.
 - Maintain a safe and efficient work environment.
 - Responsible for disciplinary actions in accordance with County and Department policy and collective bargaining agreement.
 - Participates, as needed, to complete the work of the Highway Department.
 - Dispatches or delegates crews for emergency operations, such as storm clean-up and snow removal.
- Supervises, plans, coordinates, and inspects equipment maintenance and repair, develops and maintains equipment replacement schedule, researches and obtains quotes for replacement equipment and tools.
 - Purchases materials for road and shop inventories, ensures sufficient material and supplies are kept on hand.
 - Meets with sales and factory representatives regarding products and machinery.
 - Assists Highway Engineer and Assistant Highway Engineer in developing strategies and goals for annual maintenance plan and budget.
- Manages road maintenance division staff and operations, including 3 separate shops and approximately 13 employees.
 - Oversees work in progress through subordinate staff, including general maintenance, maintenance contracts and snow and ice removal.
 - Obtains quotes from contractors for road maintenance, related infrastructure and related materials.

- Computate quantities, prepares plans, obtains quotes, negotiates costs, develops contracts for maintenance projects.
- Ensures OSHA records are maintained and filed.
- Assists with County fuel facility as needed.
- Establishes and maintains effective working relationships and communications, and coordinates with other government agencies, vendors, contractors, and the general public.
 - Resolves internal problems, answers questions, addresses concerns and negotiates requests.
 - Negotiates equipment exchanges and coordinates work with other government agencies.
 - Resolves public inquires, problems and complaints.
 - Regular attendance on the job.
 - Perform other duties as assigned.

Minimum Qualifications

- 2-years job related post-secondary education and 5-years of road construction and maintenance work experience including 2-years supervisory work experience. Or equivalent combination (totaling 7-years).
- Driver's license – Class D required upon hire; Class A with tanker endorsement and air brakes required within guidelines set by Highway Engineer.
- Successfully pass a pre-placement screen, contingent upon a job offer.
- Successfully pass a pre-placement controlled substance test (under the Federal Drug and alcohol testing las), and completion of Release of Information 49 CFR Part 40 (40.25), as amended), contingent upon a job offer.

Knowledge, Skills and Abilities

- Engineering principles for highway, bridge, and hydraulic design; practices and procedures associated with highway equipment and maintenance; surveying methods and techniques; construction methods and materials; traffic control systems and devices.
- Federal, State, and local laws, design standards, rules, and regulations relating to highway and bridge design, construction, and maintenance.
- Public administration, personnel administration, management techniques, and current organizational practices.
- Evaluate assigned staff; manage employee concerns; direct work assignments and counsel and/or discipline employees, when necessary; provide departmental employee training and development.
- Extensive knowledge of shop operations and equipment repair.
- Computer skills to perform the job duties.
- Maintain administrative records.
- Communicate effectively, orally and in writing, and have good public relations skills.

Preferred Qualifications

- Work experience developing and administering budgets.

- Work experience, beyond the minimum, in road construction and maintenance.
- Work experience with snow removal and ice control operations in a road system or commercial environment.
- Supervisory work experience, beyond the minimum.

Physical Requirements (Screen)

To view the Functional Job Analysis, click [here](#).

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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