

Deuel County Highway Supervisor

POSITION TITLE: SUPERVISOR OF DEUEL COUNTY HIGHWAYS

DEPARTMENT: ROAD AND BRIDGE DEPARTMENT

REPORTS TO: DEUEL COUNTY COMMISSIONERS

SUPERVISES: DEUEL COUNTY ROAD LABORERS AT EACH SHOP

PURPOSE OF POSITION: Responsible for the oversight of the maintenance and improvement of the County Highways and Bridge System. Advises the County Commissioners on road issues. Manages the road employees and their shops.

Essential Functions

- Manages the activities of the department; plans projects and sets priorities, assesses available resources; helps get bids on projects; assigns special projects as required.
- Controls the day-to-day activities through supervision, approves hires and executes disciplinary actions, evaluates both written and orally.
- Prepares budget, 1- & 6-year road plan, annual budget reports. Tracks equipment manages workers' hours (vacation, sick).
- Advises Commissioners on road and bridge building projects; authorizes expenditures of funds over a specified amount, oversees execution and completion of projects, answers questions, makes suggestions and provides information as requested.
- Acts as official representative by receiving and responding to inquiries, complaints and suggestions from officials and public; holds public hearings on proposed projects, issues press releases to news media.
- Administratively reports to the County Board. Executes related responsibilities as assigned or required.
- Requires a CDL or able to obtain one within a reasonable time.
- Class A or B Highway Superintendent license preferred.

Essential Knowledge, Experience, and Abilities

- Knowledge of operational needs of the department in terms of manpower, equipment, and materials; knowledge of road and bridge design, construction, and maintenance from both technical and practical frame of reference.

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. The County recognizes that an individual with a disability may require accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

DEUEL COUNTY HIGHWAY DEPARTMENT JOB DESCRIPTION

I have received my copy of the Deuel County Highway Department Job Description and understand that this is my responsibility as an employee to read it, and with the understanding that this is not a contract, but the means of providing general information for my benefit.

County Commissioner, Chairman

Employee's Signature

Date

Date