

BUCHANAN COUNTY

Position: Road Superintendent

Supervises: Bargaining Unit Employees/Seasonal staff and Office Manager

Department: Secondary Roads

Gives work direction to: Bargaining Unit Employees/Seasonal staff and Office Manager

FLSA Status: Non-Exempt
Non-Bargaining Unit

Reports to: Engineer and Assistant Engineer

Revision date: September, 2021

POSITION SUMMARY

At will position appointed by the Board of Supervisors and reporting to the Engineer. Under general direction of the County Engineer, the Road Superintendent coordinates the operations of the County Secondary Roads department as part of a team to develop program goals, in completing projects, communicating concerns from the public and from the employees and allocate resources for the maintenance of county roadways, structures, bridges, and maintenance construction projects.

ESSENTIAL JOB DUTIES

- Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, performance, leave of absences, grievances, work schedules and assignments, disciplinary procedures and informs employees about the policies, procedures and goals of management as they relate to the work of the department.
- Coordinates the workforce with what projects need completion, assigns and explains work assignments to lead workers along with what goals and processes need to be established to implement the required goals. Assures the operators begin the work day in a safe and efficient manner and assures they begin without unnecessary delay.
- Inspects roadways to determine the maintenance needs of surfaces, shoulders, structures, drainage facilities, signs, and right-of-way areas; assigns employees routine maintenance or repair activities; reports major deficiencies to Engineer.
- Operates various county road maintenance equipment such as, **but not limited to**; tractors, dozers, loaders, trucks, motor graders, and snow plows. Performs county road maintenance duties; oversees material usage in the field and ensures the crew is addressing the assigned operations properly.
- Determines the need for emergency roadway maintenance activities by evaluating and determining road conditions during inclement weather conditions through the use of computer applications, weather reports, personal observations, reports from law enforcement officials, and the general public; directs and coordinates employees in the removal of snow, ice, or hazardous materials from the roadway surface through the use of plows, spreaders, maintainers, tractors, etc., also coordinates work with other cities, counties, or state maintenance shops and assist them if they need extra personnel in emergency situations.
- Answers inquiries and provides information to the general public on county roadway maintenance responsibilities and duties as they relate to the use and upkeep of county property within and along the roads right-of-way.
- Uses computers to keep track of FEMA grant information, to prepare time sheets, expense sheets for projects, and to obtain One Call information.
- Directs testing of materials used in highway construction and maintenance projects to determine dimensions, types and specifications of materials, slopes and depths. Determines drainage calculations on roadway entrances to know what pipe or material is needed for permits.
- Must maintain a valid State of Iowa Commercial Driver's License, Class B and be insurable under the County's guidelines, as travel to various worksites is required.
- Arranges for investigations of personal injury accidents occurring within the county roads right-of-way to determine or establish possible county liability, interview all witnesses, talk with law enforcement officials, document damages, and writes a report detailing the findings of the investigation.
- The individual in this position will frequently be turning, bending, and twisting body, walking on uneven ground; sitting and climbing in and out of vehicle or ditches; and will be pushing, pulling and lifting up to forty (40) pounds.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Engineer.
- Arrange, schedule, or provide employee trainings, such as; OSHA safety, DOT regulations, and equipment handling.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to read, write, and communicate information to the public, answer questions while working in the field, and to comprehend directions and instructions. Communication with internal and external individuals must be in a polite, courteous, and professional manner.
- Ability to adjust to changes, works under pressure or handles difficult situations without undue stress, plan, organize time, and perform work efficiently and effectively under disagreeable or tense circumstances.
- Ability to drive trucks and operate other vehicles and equipment in a safe and conscientious manner.
- Ability to delegate work effectively to others, balance team and individual responsibilities, provides regular performance feedback, and work as a team player.
- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations to ensure proper completion of maintenance activities. Ability to frequently walk on uneven ground.
- Ability to assess road conditions, hazards, and surface deterioration in order to determine the need for repair or corrective action.
- Ability to display high standards of ethical conduct, exhibit honesty and integrity, and refrains from theft-related, dishonest or unethical behavior.
- Ability to operate computers and/or other electronic devices/equipment, and use programs/applications to conduct County business.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently.
- Knowledge of the federal, state, and departmental regulations applicable to the work, such as the proper use of safety equipment (i.e. shoes, hard hats, goggles, etc.), equipment operation, and materials handling.
- Knowledge of work safety policies and programs; such as, but not limited to: blood borne pathogens, personal protective equipment and global harmonized systems (GHS) in ensuring that the SDS sheets are up-to-date and accessible to all. Knowledge of the occupational hazards and safety precautions applicable to the work.
- Knowledge of road and bridge maintenance and construction, knowledge of specialized maintenance equipment used in road construction activities and knowledge of mechanical procedures.
- Knowledge of the applicable department policies, procedures, and regulations pertaining to roadway maintenance, record keeping, reporting requirements, personnel transactions, and collective bargaining agreement.
- Knowledge of the characteristics and special needs of road ways, such as the terrain, composition of roadway surfaces, bridge conditions, etc.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED;

And

Work Experience: Eight (8) years of full-time highway maintenance and/or equipment operation work, along with experience in construction inspection or materials inspection and testing.

Or

An equivalent combination of education and work-related experience in the county road department as an Operator II, III or IV that provides the required knowledge, skills, and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Commercial Driver’s license Type B and be insurable under the county’s guidelines. Must possess or be able to obtain Supervisory Training on Alcohol & Controlled Substance Certification within twelve (12) months of hire.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is occasionally required to walk; sit; use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms, balance, stoop, kneel, crouch, or crawl, talk or hear. The employee must frequently lift, push, pull or move up to forty (40) pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually loud. Exposed to noise; moving mechanical parts, exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibrations.

HOURS OF WORK

Generally, forty (40) hours per week with the normal workweek for regular full-time employees consisting of five (5) consecutive eight (8) hour days, Monday thru Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs or emergency situations.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties or combine positions at any time.
 5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head Signature

Date

Employee/Applicant Signature

Date