Job Description

Job Title: County Highway Superintendent
Department: Highway
Reports To: County Commission
Approved Date:

Summary:

The County Highway Superintendent works under the direction of the County Commission and is responsible for all aspects of the county highway system to ensure the safety and comfort of the traveling public. The purpose of this position is to perform supervisory and administrative leadership in planning, direction, coordination, and control of the County Highway Department. This includes the effective, safe, and efficient construction, maintenance, and engineering of all county roads and related services. As this is a highly visible position in the county, professional appearance and demeanor are expected. Also, County Highway Superintendent must maintain positive public relations with the general public and other employees.

Job Duties:

- Responsible for the physical construction and maintenance of the highway system and administration of the county highway shop
- Responsible for bridge and highway construction and maintenance of both asphalt and gravel roads
- Responsible for equipment operation and maintenance and building maintenance of county highway facilities
- Responsible for the development of both short and long-range plans for construction projects under administrative direction of the county commission; and keeps the Board informed on all matters relating to present, proposed, and needed work on county roads or road structures
- Responsible and accountable for the effective supervision, training, motivation, development, discipline, and overall direction of highway department personnel. This includes scheduling work, vacations, sick leave, and supervising performance of the county highway employees
- Develop and recommend department budget. Initiates purchase requisitions, approves direct purchase authorizations, writes bid specifications, and voucher payments for all expenses and supplies
- Ensures employees follow safety standards
- Attends ongoing training and safety classes
- Fulfills all South Dakota Department of Transportation (SDDOT) requirements for the Surface Transportation Program and sets up road programs with the SDDOT
- Maintains off-system expenditures and reporting requirements
- Performs other duties as assigned

Qualifications
Knowledge of:

- The Miner County Highway maintenance system and geography
- Highway design, construction and maintenance
- State code requirements as related to responsibilities
- Ability to effectively train, motivate, and direct others
- Budgetary principles including intermediate mathematical skills

Minimum Qualifications:

- High school education or G.E.D. and seven to 10 years of responsible work experience in the management and operations of roads, snow removal, and administration; experience including supervisory and budgetary; or any equivalent combination of education and experience
- Must live within Miner County
- Intermediate computer and project management skills
- Ability to read and understand construction plans and financial reports
- Ability to obtain a South Dakota Highway Superintendent Certification and participate in on-going continuing education
- Exceptional communication and organizational skills
- Must possess a valid CDL or able to obtain one within 3 months of employment

Physical Requirements, Working Conditions, Working hours:

Administrative work is performed under typical office conditions. Occasionally work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites and public works projects. Working hours for the Highway Department are Monday-Friday; 50 hours from Mar-Nov and 45 hours from Dec-Feb. The County Highway Superintendent is on call 24 hours a day, seven days a week, including all holidays and weekends to respond to weather and road related emergencies. Occasionally lifts and/or moves objects weighing up to 50 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Knowledgeable of the operations of all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Disclaimer:
This job description is intended to describe the general duties of the position and is not a comprehensive list. Employees are required to complete other duties as assigned.

Print Name: _____

Signature:_____

Date:_____