

PEACH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:

SUPERINTENDENT, ROADS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, direct, and supervise the maintenance and construction of county roads, bridges and drainage systems. This position reports to the Public Works Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Roads Superintendent is a management position reporting to the Public Works Director. The position provides high level operational and administrative support to the Public Works Director

Receives work orders and plans road construction and maintenance projects; inspects county roads, bridges and drainage systems to determine needed maintenance and repair; establishes work schedules for department; assigns work to crews and inspects projects to ensure completion in accordance with construction plans and specifications.

Prepares detailed cost estimates for construction and maintenance projects.

Coordinates and supervises construction and maintenance work awarded to private contractors and meets with private contractors hired for roads maintenance and repair projects;

Inspects projects to ensure completion in accordance with construction drawings and specifications.

Supervises, directs, trains and evaluates assigned staff; processes employee concerns, problems and disciplinary actions; completes employee performance appraisals.

Evaluates the training needs of staff. Prepares employee training schedules and records, and ensures staff participate in all required training

Prepares a variety of records and reports pertaining to departmental activities; completes timesheets, leave forms and related personnel forms; receives and distributes communications and meeting minutes to keep staff informed of policy, operational and/or procedural changes.

Works Maintains adequate inventory of road construction and maintenance equipment, supplies and materials; ensures that equipment and supplies are properly maintained, stocked and stored; maintains accurate inventory records.

Serves as liaison with the general public regarding inquiries, problems or complaints on road and drainage construction, right-of-way acquisitions and other matters.

Advises and confers with the Board of Commissioners, as needed.

Develops traffic safety plans and work-zone plans in accordance with MUTCD standards and ensures staff compliance with traffic safety and work-zone plans.

Assists in developing and administering Road's Division budget; monitors expenditures.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Adheres to and ensures departmental adherence to established department and County Policies and Procedures; oversees use of precautionary safety equipment; monitors work environment to ensure safety of employees and other individuals.

Responds to emergency service calls as needed.

ADDITIONAL FUNCTIONS

Operates heavy equipment in absence of assigned personnel.

Operates personal computer and Microsoft Suite software.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in construction and/or inspection work; supplemented by five (5) years experience in road construction with a minimum of one (1) year supervisory experience, preferably grade supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess, or have the ability to obtain within 6 months of hire, and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs; calculates cost estimates from detailed maps and drawings.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, machinery, and vibrations; may also exposure to adverse weather conditions including, but not limited to, rain, extreme heat, extreme cold and frozen precipitation.

Peach County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Peach County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.