

LANCASTER COUNTY  
ASSISTANT ROAD MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing all activities and functions of the County Shop and assisting with County road maintenance functions.

Work involves responsibility for supervising all activities and functions of the County Shop including equipment maintenance and repair operations; operation of storeroom and inventory control activities; building maintenance and repair and yard operations; and maintenance of shop records and reports. Work involves responsibility for directing County road maintenance functions and monitoring maintenance efforts of an assigned district. Work also involves purchasing materials, parts, supplies and related items for the County Shop as well as for various field districts. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies, rules, and regulations. Supervision is received from an administrative superior with work being reviewed in the form of effectiveness of shop operations. Supervision is exercised over a variety of unskilled, semi-skilled, skilled and support staff subordinates.

EXAMPLES OF WORK PERFORMED

Supervise the functions and activities of the County Shop including equipment maintenance and repair, operation of storeroom and inventory control activities, and maintenance of building, yard, and related facilities.

Assist in directing County road maintenance functions and monitor maintenance efforts of an assigned district.

Supervise record maintenance and report preparation relating to the operation of the storeroom and supply inventory, equipment repair activities and costs incurred.

Monitor operator records of time worked and fuel and materials used; evaluate related required operation reports.

Purchase materials, parts, supplies, fuel and related items for the County Shop and operating districts; check vendor prices to determine lowest possible cost; maintain purchase records and prepare necessary financial reports.

Performs the duties of the Equipment Mechanic Supervisor and Road Maintenance Superintendent in his/her absence.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, and techniques of the operation of a large and diverse equipment shop.

Thorough knowledge of the characteristics and use of a variety of equipment and machinery used in road and bridge maintenance, construction and repair.

Considerable knowledge of the tools, materials, supplies and related items required in the operation of an equipment shop as well as requirements of material and supply needs of field districts involved in road and bridge maintenance and repair.

Considerable knowledge of the principles, practices, and techniques involved in the purchase of materials, supplies, tools, fuel and related items.

Knowledge of all phases of general road and bridge maintenance and repair principles, practices and techniques.

Ability to plan, organize, and coordinate the work of unskilled, semi-skilled, skilled and support staff subordinates.

Ability to prepare, evaluate and maintain various records and reports.

Ability to establish and maintain effective working relationships with governmental officials, vendors, subordinates, and the general public.

#### MINIMUM QUALIFICATIONS

Associates degree in public or business administration, natural resources or environmental sciences, or an engineering field plus two years of experience in the operation of a large and diversified equipment shop operation or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Employees must possess a valid driver's license.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

Must have a Highway Superintendent License within 6 months of date of hire.

PS4961

7/16