

LANCASTER COUNTY ROAD SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing all County road maintenance or construction functions.

Work involves responsibility for directing all County road maintenance or construction functions including determining road maintenance or construction requirements on a County wide basis; reviewing and monitoring maintenance or construction efforts of each district; supervising and directing bridge maintenance or construction and repair activities; assigning equipment and personnel on a district or project basis; coordinating equipment allocation and usage among districts; and reviewing the work performed by contractors and sub-contractors to ensure compliance with specifications. Work also involves interviewing and hiring employees for all maintenance or construction positions; monitoring maintenance or construction division expenses; and receiving complaints from the public and initiating necessary corrective actions. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and the effectiveness of maintenance or construction operations.

EXAMPLES OF WORK PERFORMED

Plan, direct, and supervise through subordinate supervisors the total County road and bridge maintenance and repair operations including snow removal operations, dragging and grading of roads, installation of regulatory and warning traffic signs, bridge maintenance and repair including repair of bridge decks, planking, guard rails, hazard signs and related bridge components.

Review and monitor maintenance or construction efforts of each district; review all work performed by contractors and sub-contractors to ensure compliance with specifications.

Monitor maintenance or construction expenditures and complete requested statistical and financial reports for the department's annual budget process; assist in determining new equipment requirements and the preparation of the annual budget.

Review and recommend approval or denial of all promotions, merit increases, and various required disciplinary actions; interview and hire maintenance or construction personnel.

Assign and allocate equipment and personnel among the various district maintenance headquarters or construction projects.

Receive complaints from the public and initiate necessary corrective action.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of all phases of road and bridge maintenance or construction and repair principles, practices and techniques.

Thorough knowledge of equipment requirements as they pertain to road and bridge maintenance or construction and repair.

Thorough knowledge of the occupational hazards involved in road and bridge maintenance, or construction and repair and appropriate safety and precautionary measures required.

Ability to plan, coordinate and direct all County road and bridge maintenance or construction operations and supervise the work of unskilled, semi-skilled and skilled subordinates engaged in complex maintenance or construction inspection functions.

Ability to determine equipment and personnel resources required for maintenance or construction operations.

Ability to understand and follow complex instructions and technical specifications.

Ability to communicate effectively both orally and in writing.

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

Ability to prepare complex reports and to maintain complex maintenance records.

Ability to operate all maintenance equipment in a safe and efficient manner.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration, natural resources or environmental sciences, or civil, mechanical, construction or other engineering plus four years of experience in road and bridge maintenance and repair including some supervisory experience 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 within 60 days.

For employees in maintenance, must have a Highway Superintendent License within 6 months of date of hire.

For employees in construction, must become a qualified Bridge Inspector within 12 months of hire.

For employees in construction, must be a Certified Responsible Charge with NDOT or obtain within 12 months of hire.