

JOB DESCRIPTION

Position: Maintenance Superintendent
Organization: Winnebago County, Iowa
Department: Secondary Roads
Reports to: County Engineer
Supervises: Maintenance and Equipment Operators
Works with: Mechanics, Office Staff, Public
FLSA Status: Exempt
Date: December 22, 2020

Job Summary

Under the general direction of the County Engineer, this position supervises employees engaged in the maintenance and construction of county roads, bridges and culverts. Monitors winter road conditions and coordinates snow removal operations. Operates equipment when necessary. Effective communication with employees and the public is required. Considerable liberty is granted for the exercise of independent judgment and initiative.

Job Responsibilities

Administration

1. Supervises, assigns, and inspects work of maintenance employees.
2. Recruits, interviews, hires, trains, evaluates and disciplines maintenance employees.
3. Consults with County Engineer regarding personnel and work priorities.
4. Schedules work activities, approves overtime and time-off, and maintains time worked records.
5. Keeps detailed construction and maintenance records.
6. Assists in maintenance budget preparation and monitors and works within budget.
7. Meets regularly with County Engineer and office staff and communicates current road conditions, project updates, plans, and strategies.
8. Attends work related meetings, trainings and conferences.
9. Assists office staff with permits, including inspection and coordination.
10. Other duties as needed and assigned.

Road Maintenance & Construction

11. Manages maintenance and repair of roads, bridges, culverts, and right-of-ways including but not limited to road signage, rocking, dust control, shouldering, patching, tree cutting, brush removal, blading, culvert installation, and ditch cleaning.
12. Develops and coordinates annual maintenance projects including rock and gravel resurfacing, pavement edge rut repairs, and pavement striping. Tracks materials used and locations of rock delivered.
13. Prioritizes work orders and schedules repairs, including road surface, tile and intakes in the county right-of-way, driveway and crossroad culverts, ditch cleaning, road signs, brush cutting, and other miscellaneous public complaints.
14. Investigates and resolves concerns from the public and meets with property owners as necessary to discuss the need for maintenance and timeframes for work.
15. Assists in planning and provides logistical support for construction or repair projects.
16. Inspects progress of construction and maintenance projects on a regular basis to ensure timely completion and make adjustments to schedules as necessary.
17. Responsible for project reporting and ensures daily document compliance.
18. Responsible for monitoring winter road conditions, employee call-out, and coordinating snow removal operations. Operates snow removal equipment as required.
19. Monitors parts and supply inventory records and assists with purchasing materials.
20. Responsible for safe working environment. Assists with safety training.
21. Manages housekeeping, maintenance, and repair of Secondary Road Department facilities.

Fleet Management

22. Recommends vehicles and equipment for replacement.
23. Participates in development of specifications and purchasing of vehicles and equipment.
24. Recommends and helps prioritize up-fitting, repair, and overhauling of vehicles and equipment.
25. Assists in implementation of preventative maintenance program for county vehicles and equipment.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description. The County reserves the right to change or reassign job duties or combine positions at any time.

Qualifications

Education and Experience:

High school diploma or equivalent required. Minimum five (5) years of progressive experience in road maintenance and construction work, including supervisory responsibility preferred.

Related vocational training or experience in leadership roles or fleet management is beneficial.

Certifications and Licenses

State of Iowa Class A Commercial Driver's License with trailer and air-brake endorsements required. Pre-employment physical and driving record check is required. Must maintain drug free environment and pass pre-employment and periodic random drug screening.

DOT Drug & Alcohol Supervisor Certificate required within one (1) year of hire. Recertification required thereafter as necessary.

Knowledge and Skills:

1. Ability to communicate, foster strong interpersonal relationships among staff, mediate disagreements, and promote a positive work climate
2. Ability to establish effective working relationships with law enforcement, contractors, other counties, Iowa DOT, utility companies and the public.
3. Possess effective leadership skills to plan, assign, supervise and direct the work of others.
4. Ability to determine priorities and schedule and assign work to meet departmental objectives.
5. Comprehensive knowledge of methods, materials and equipment used in the construction and maintenance of road systems.
6. Knowledge and ability to interpret and enforce OSHA requirements and internal safety policies and procedures.
7. Knowledge of appropriate uses and ability to operate vehicles, backhoes, end loaders, graders, tractors, power tools, computers, Microsoft Office programs including Word, Excel and Outlook, calculator, hand tools, two-way radios, telephone, range poles, level and grade rods.
8. Ability to read and comprehend equipment manuals, safety bulletins, maps, instructions, construction plans, and laws.
9. Ability to track project and billing information as well as completing reports, work orders, permits, time sheets, fuel sheets, inspections, project reports, instructions and safety forms.
10. Ability to make applicable mathematical computations such as fill height, pipe length, concrete volume, and other project quantities.

Work Environment

Position is full-time and expected to work 40 hours per week plus additional hours as necessary to complete the work as described in this job description. The employee is on-call at all times for emergencies. Some nights, weekends, and holiday hours are required for snow removal and as needed to maintain operations. Residency within Winnebago County is beneficial.

Normal summer hours are 6:00 am to 4:30 pm Monday through Thursday. Normal winter hours are 7:00 am to 3:30 pm Monday through Friday. Official snow removal hours are 6:00 am to 6:00 pm 7 days per week as required by road conditions. Early starts may be required to scout road conditions and check in employees.

Work is performed in an office setting about 25% of the time and outside about 75% of the time. Outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving machinery, noise, dust, vibrations and fumes.

Physical Requirements

Must be able to sit, stand, walk, and drive an automobile. Must be able to operate heavy equipment, exit and enter the vehicles throughout the day, and operate snow removal equipment in adverse weather situations for extended periods of time. Occasionally may kneel, bend and reach. Frequently walking/standing for extended periods of time. The employee is periodically required to lift objects weighing up to 100 lbs. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities.

Benefits

Position is a full-time salary-paid position. Starting salary range is \$59,000 - \$72,000, based on qualifications. Employee is eligible for benefits as detailed in the Employee Information Handbook, including, but not limited to the employer's group health insurance program, paid leave, and IPERS.

EMPLOYEE POSITION ACCEPTANCE:

I fully understand what is required of me in this position and hereby accept and agree to perform the tasks required to the best of my abilities.

Printed Name

Signature

Date