



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Road & Bridge Superintendent

Department: Road & Bridge

Pay Grade: 23

FLSA Status: Exempt

JOB SUMMARY

This position consists of full working level supervisory and administrative duties overseeing the operations of the Road and Bridge Department and Repair Shop for Ouray County. This position reports directly to the County Administrator.

ESSENTIAL JOB FUNCTIONS

- Plans, administers, and schedules road improvement and maintenance projects; directs all maintenance activities including vehicle maintenance and snow/ice removal.
- Responsible for D.O.T. compliance.
- Responsible for M.S.H.A. compliance and training for all employees.
- Responsible for inspections of roads and driveways in new subdivisions.
- Directs preventative maintenance programs; oversees parts and tool inventory; justify capital equipment requirements and replacements.
- Oversees building and yard repairs, improvements, and replacements.
- Manages the equipment fleet.
- Establishes priorities within the Road Department and Repair Shop; reviews projects to maintain efficiency and economy; coordinates work projects and assignments with other departments and agencies as required.
- Maintains accurate records of road and vehicle maintenance costs.
- Performs related work as required.
- Schedules, dispatches, and assigns workers and equipment to roads, bridges, and construction sites, as necessary.

- Plans, schedules, organizes, administers, directs, and reviews activities of department staff.
- Provides training in the operation of equipment and vehicles used by the department and in safety materials and handling.
- Participates with other staff members to establish goals and objectives for the department.
- Makes decisions concerning daily assignments of work to be done.
- Able to avoid errors that may result in time delays, inefficient operations of the department, increased costs, and hazardous conditions for the staff and the general public.
- Prepares and administers the Road and Bridge Department budget; submits budget recommendations; monitors expenditures.
- 3. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Directs and reviews safety improvement programs, including shop improvements and on-the-job safety.
- Participates with other staff members to establish goals and objectives for the department.
- Attends meetings established by the County Administrator

QUALIFICATIONS

Education and Experience:

Associates Degree or Bachelor's Degree Preferred in construction related field or business. Must have ten (10) years of increasingly responsible supervisory and administrative work in road maintenance, construction, public works, heavy equipment operations/maintenance or combination of education and experience.

Special Qualifications/Licenses:

- Must possess a valid Driver's License (CDL, Class A, with air and tanker endorsement preferred).

Knowledge, Skills and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Broad working knowledge of the principles, practices, and techniques of mechanized heavy equipment common to road construction, maintenance, and repair.
- Broad working knowledge of the hazards and safety precautions common to mechanized heavy equipment operation.

- Working knowledge of the principles, practices, and techniques of road construction, maintenance, and repair.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Skilled in the operation of a wide variety of heavy equipment as assigned. Able to learn the operation and the use of all types of mechanized equipment common to Road Department operations.
- Able to plan, organize, supervise, and evaluate activities of projects and personnel.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.