

STEWART COUNTY COMMISSION

Road Superintendent

RD/1

Roads

JOB SUMMARY

This position is responsible for planning, organizing, and directing road construction, maintenance, and repair activities for Stewart County.

MAJOR DUTIES

- Directs the maintenance of all county roads.
- Develops and implements plans for future transportation needs.
- Directs the development and implementation of new construction plans.
- Directs utility construction in county rights-of-way.
- Schedules, assigns, and monitors the work of departmental personnel; supervises and instructs employees on work methods, procedures, and standards related to their assignments; evaluates the work of departmental personnel; disciplines employees as needed.
- Ensures that road construction and maintenance work meet state specifications.
- Makes onsite inspections of work in progress.
- Patrols roads to detect necessary repairs and improvements, including ensuring that road signs are properly installed.
- Receives phone calls from the general public and provides information.
- Orders supplies and materials necessary for road construction and maintenance.
- Prepares budget requests and manages budgeted funds.
- Completes regular and special reports.
- Directs the maintenance of department files and records.
- Assists in directing the programs relating to the disposal of garbage, solid waste, used tires, and other refuse within the county's purview.
- Assists in directing the required functions for the care of the retired landfill.
- Performs related duties.

KNOWLEDGE PREFERRED FOR THE POSITION

- Knowledge of road and bridge construction, maintenance, and repair procedures and methods.
- Knowledge of county and departmental policies and procedures.
- Knowledge of county codes and ordinances.
- Knowledge of state specifications relevant to road construction and maintenance.
- Knowledge of county geography, including the locations of roads and rights-of-way.
- Knowledge of the operation and maintenance of a variety of equipment.
- Skill in supervision.
- Skill in prioritizing and organizing work.
- Skill in reading blueprints.
- Skill in the operation of such office equipment as a computer and calculator.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county policies and procedures, Georgia Department of Transportation specifications, road construction and maintenance practices, erosion control regulations, American Associate of State Highway

Transportation Officials guidelines, applicable contracts, and safety procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, managerial, supervisory, and technical duties. Strict and frequently changing regulations contribute to the complexity of the position.
- The purpose of this position is to direct road construction and maintenance activities for the county. Successful performance helps ensure the safe and efficient completion of road construction and maintenance projects for the county.

CONTACTS

- Contacts are typically with the county manager, co-workers, other county employees, state officials, utility company personnel, elected officials, vendors, state Department of Transportation personnel, contractors, and the general public.
- Contacts are typically to give or exchange information, supervise personnel, resolve problems, provide services, and negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table; or while intermittently sitting, standing, stooping, walking, bending or crouching; or while in the field carrying out the operation of equipment. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed both indoors and outdoors at work sites. The employee is exposed to noise, dust, dirt, grease, inclement weather, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, safety vest, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Road Director, Grading Supervisor, Stormwater Supervisor, Traffic Signs Maintenance Supervisor, Mechanics, Equipment Operators, Truck Drivers, Maintenance Workers, and the Administrative Coordinator.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency equivalent to a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

SAFETY

The employee pledges:

- Always to make safety the primary concern;
- To look actively for hazards, to report problems promptly, and to take appropriate action to warn others; and,
- To be a good safety role-model.

ETHICS

The employee pledges to follow the commission's Code of Ethics.