

JOB DESCRIPTION

POSITION TITLE: Highway Superintendent

DEPARTMENT: Highway Department

REPORTS TO: Buffalo County Board of Commissioners

SUPERVISES: All Highway Department Employees

PURPOSE OF POSITION: Responsible for supervising the activities of all highway department employees in maintaining and repairing county roads.

Essential Functions:

- Learn and comply with all applicable statutory duties
- Learn and comply with all county and employee laws
- Hire, train, fire and discipline employees
- Create, monitor and manage department within an approved budget
- Receive and respond to all road complaints
- Create, manage and supervise maintenance programs for road maintenance
- Plan, assign and review work of all employees
- Maintain all personnel files
- Evaluate all employees on an annual basis
- Schedule meetings with foreman daily for construction and maintenance issues
- Verify contact with various vendors before proceeding with any project (utility locates, mail service, bus routes, schools, EMS services) and verify proper traffic warning devices are in place
- Review and sign claims
- Review and sign payroll
- Communicate with the public whether through phone calls, office visits, emails or any other form of communication
- Prepare the highway department budget(s)
- Prepare and present One & Six Year Road and Bridge Program according to established guidelines and deadlines
- Prepare all necessary bid specifications
- Prepare and sign inventory according to established deadlines
- Prepare all Corp of Engineer Permits
- Conduct bridge inspections and updates for structures over 20 feet and under 20 feet
- Comply with all Federal Aid mandates
- Conduct inspections on railroad grade crossings for Union Pacific and Burlington Northern
- Work with other Counties on various projects
- Prepare and submit all state reports according to established deadlines
- Attend board meeting as requested by the Board of Commissioners

Essential Functions, continued:

- Monitor NDOR Federal requests and changes to ensure compliance with Federal Aid
- Manage inspections for future maintenance and construction needs

Marginal Functions:

- Pavement Management
- Railroad Grade Crossing Inspections
- Inspect drainage areas for driveway permits
- Inspect areas for utility line, electric line, water line and gas line and move permits
- (There are some duties in the essential functions that can be done by others in the event the Highway Superintendent is gone)

Essential Knowledge, Experience and Abilities:

- Any combination of training and experience equivalent to graduation from high school and five years of responsible supervisory experience in maintenance, construction or engineering work involved in public works or roads
- Knowledge of Nebraska's reporting
- Nebraska's One and Six Year Road and Bridge Program
- Knowledge of County budget process
- Knowledge of different permits, applications, etc.
- Ability to communicate service skills
- Excellent customer service skills
- Must be able to communicate with employees regarding tasks that need completed
- Must be able to communicate with others departments when working on projects together
- Essential skills: reading/interpreting, detailed work, confidentiality, problem solving, reasoning, reading blueprints, English grammar and usage skills, writing, ability to travel, training, math and keyboarding
- Must be able to read/give instructions
- Must be detail oriented
- Must be a problem solver

Essential Education, Certifications and/or Licenses:

- High School diploma preferred
- Must possess a valid State of Nebraska driver's license
- Must possess a certification or licensure as County Highway Superintendent by State with a Minimum Class B license (Class A for Federal and State are preferred)

Essential Education, Certifications and/or Licenses, continued:

- Must be a licensed Bridge Inspector with the State of Nebraska
- Meet State and Federal requirements of a Local Public Administrator or Responsible Charge to Administrator Federal Aid

Essential Physical Demands and Typical Working Conditions:

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach and pull
- Must be able to lift up to 50 pounds unassisted
- May be occasional exposure to work overtime if necessary
- Must be punctual
- Must have the ability to work weekends if necessary
- Must have the ability to work holidays if necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

POSITION: Highway Superintendent

The specific statements in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County Recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.