



Road Commission of Kalamazoo County

Position Project Superintendent
Department Administrative
Location Kalamazoo, MI
Hourly Range \$41.95- \$50.33 (FLSA Status – Non- Exempt)

Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Project Superintendent**. The Project Superintendent responds to questions from contractors, developers, engineers, road commission staff, and the public regarding road commission policies and specifications.

HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Tuition Reimbursement
- Short-term disability
- Life insurance

SCHEDULE:

Winter schedule: Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime.

Summer schedule: 4/10 work schedule, 6:30 AM to 5:00 PM with potential for overtime
(*subject to change*)

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all the duties which the employee may be expected to perform)

- Responds to inquiries from contractors, developers, engineers, road commission staff, and the general public regarding road commission policies and specifications. Serves as an advisor to other department staff on matters related to road design, building, and maintenance.

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- Responds to requests for information from property owners, surveyors, developers, contractors, and department staff that require a search for records, which could include files such as the location of rights-of-way, property boundaries, government section corners, and utility locations.
- Reviews construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Maintains project files, updating them as work progresses, and prepares pay estimates. Inspect construction projects in progress and upon completion.
- Inspects and oversee of construction projects including asphalt and concrete paving, storm sewer construction, drainage projects to ensure compliance and quality with plans, specifications, and safety standards. Administers construction projects using contractor payment software to document projects and to develop payment invoices to contractors.
- Certified in soil erosion and sedimentation control, storm water, project, and inspection.
- Responds to service requests; resolving issues by providing the requested relief or explaining why the issue cannot be resolved as requested. Monitors' performance request completion.
- Coordinates with contractors, residents, utility companies, testing labs, and other agencies to support project execution, public safety, and timely project completion.
- Assists with infrastructure and asset management planning, Roadsoft reporting, storm water management, budgeting, and maintenance operations.
- Attend preconstruction meetings, monitor contractor performance, and project budgets, and support project management activities, including occasional after-hours/on-call responsibilities.
- Perform other duties as assigned.

Education: Possession of an Associate's Degree in a Civil/Construction engineering related field or two (2) to five (5) years of experience in public works or construction, or any equivalent combination of education and experience.

Preferred Experience: Minimum of two years of design, survey, traffic, road construction, road maintenance and inspection experience.

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Other Requirements: Computer skills including Microsoft Office and Outlook. Strong organizational, planning, customer service, and communication skills. Possession of a valid driver's license. Successful completion of Soil and Erosion and Stormwater training courses. Qualified as a certified Michigan Department of Transportation inspector.

Please send resumes for **Project Superintendent** to hr@kalamazooountyroads.com or USPS to the RCKC 4400 S 26th Street Kalamazoo, MI 49048. Candidates requiring confidentiality should be so indicated. **PLEASE NO PHONE CALL POSITION INQUIRIES.** Resumes will be accepted for the position until filled.



PROJECT SUPERINTENDENT

Position Summary:

Assists with infrastructure plans to ensure that they comply with policies and specifications. The Project Superintendent responds to questions from contractors, developers, engineers, road commission staff, and the public regarding road commission policies and specifications. Other duties include project management, developing plans, specifications and estimates for road, culvert, and bridge design projects; inspecting construction projects in progress and upon completion to ensure quality assurance on public roadway and development projects related to general improvements to public rights-of-way. Ongoing duties include field inspection, maintaining road inventory files, assisting in data management, analysis, and reporting as needed.

Key Responsibilities:

- Responds to inquiries from contractors, developers, engineers, road commission staff, and the general public regarding road commission policies and specifications. Serves as an advisor to other department staff on matters related to road design, building, and maintenance.
- Responds to requests for information from property owners, surveyors, developers, contractors, and department staff that require a search for records, which could include files such as the location of rights-of-way, property boundaries, government section corners, and utility locations.
- Reviews construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Maintains project files, updating them as work progresses, and prepares pay estimates. Inspects construction projects in progress and upon completion.
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Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction of the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be constructed as an exhaustive list of all job duties.

Qualifications:

Education and Experience:

- Possession of an associate's degree in a Civil/Construction engineering related field or two (2) to five (5) years of experience in public works or construction, or any equivalent combination of education and experience.
- Minimum of two years of design, survey, traffic, road construction, road maintenance, or project inspection experience.

Technical Skills:

- Proficient in Microsoft Office, Outlook
- Successful completion of Soil Erosion and Stormwater training courses.
- Qualified as a certified Michigan Department of Transportation (MDOT) inspector.

Other Requirements:

- Valid driver's license.
- Strong organizational, analytical, communication, planning, and customer service skills.
- **FLSA Status:** Non- Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

The Project Superintendent position requires the ability to perform a variety of physical tasks necessary for both office and field work.



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Essential physical requirements include:

- Various project inspection including sewer systems
- Climbing into trucks and onto other equipment
- Operates motor vehicles
- Ability to transport and operate survey equipment
- Ability to access office files
- Ability to access maps and other records and documents of the road commission
- Climbs up and down embankments
- Stoops, kneels and crouches for project inspections
- Travels to various locations in the County
- Ability to operate various office equipment
- Ability to enter and retrieve information from a computer
- Ability to utilize various software maps and drawings

Working Conditions:

This position involves a combination of office-based tasks and regular outdoor field visits to construction and project sites. The work environment may include the following conditions:

- Works both in office conditions and outside for inspection projects
- Construction site/work zone areas
- Exposure to fumes related to construction projects
- Exposure to traffic on construction projects
- Exposure to loud noise at construction projects