

**GRAND TRAVERSE COUNTY ROAD COMMISSION
POSITION DESCRIPTION**

Class Title: Superintendent
Department: Field Operations
Division: Operations

SUMMARY

This is a salaried position. The role of the Superintendent is to lead and direct the work crews and shop through the utilization of the Foreman. The Superintendent travels throughout the County to review road improvement activities and note needed repair on County roads and right-of-ways. Assist with preparing budget for maintenance work, analyzes and make recommendations regarding workload, snow routes, staffing, projects, etc. Patrol the County in the winter and makes decisions on winter maintenance when necessary. Perform related work.

SUPERVISION RECEIVED

Work is performed under the general direction of the Manager according to regular communications, established rules, regulations and procedures. Work is usually checked upon completion through direct inspection, records and reports.

SUPERVISION EXERCISED

This is a mid-management position with direct supervision of three Foremen who supervise approximately 30 to 50 equipment operators, mechanics and equipment technicians who are both seasonal and full-time.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

Essential Functions

1. Plan and schedule projects and long-range goals using budget, township and citizen requests, seasonal road and weather conditions as a guide. Assist with scheduling as necessary.
2. Work directly and indirectly with other departments within the Road Commission to achieve organizational goals and objectives.
3. Manage the programs of the field operations crew.
4. Lead and create a culture of ownership and safety creating an employer of choice to help recruit and maintain the needed workforce.
5. Meet with citizens, township officials and other agencies to discuss complaints, road-related problems and items of mutual concern (i.e., drainage, tree removal, erosion, etc.). Assist with public relations in general, and interact with law enforcement and fire protection agencies.
6. Coach, counsel and support Foremen to ensure incumbents have the skills and abilities to perform their roles.
7. Work with MDOT to secure heavy maintenance, minor construction and other special funding to upgrade state trunk line maintenance where needed.
8. Assist the Traffic Services Supervisor in inspecting field permit activities, projects, identifying and communicating with landowners and the removal of roadside hazards.

9. Manage and coordinate material inventories with Finance Director and suppliers.
10. Assist with the layout of special projects and inspect work in progress. Check completed projects for conformance to safety and quality standards.
11. Patrol state and county roads and inspect for needed maintenance as well as for scheduling of repetitive activities such as blading gravel roads and shoulders, patching, guardrails, ditch and culvert clean-out, litter pickup and other roadside activities.
12. Coordinate the training of employees in new methods and procedures, equipment operation, and safety. Work with the Safety Coordinator to evaluate and enforce safety and training programs.
13. Meet with vendor/suppliers of road maintenance supplies and materials. Order road maintenance supplies and material, verify invoices, prepare records and make the necessary reports.
14. Assist Foreman with winter road patrol and make decisions on proper winter maintenance.
15. Work with the Manager and Finance Director in preparing budgets.
16. Work with Manager, Finance Director and Foremen to recommend equipment purchases.
17. Coordinate with the Shop Foreman and General Foreman to assure needed equipment is ready for upcoming seasonal work activities and projects.
18. Work with the Office Manager and suppliers to get pricing and annual bids for materials, supplies and equipment as needed.
19. Work with Manager and Negotiating Team on collective bargaining and help resolve grievances.
20. Manage special projects as assigned by the Manager.
21. Lead continuous improvement efforts.

Supplemental Position Functions - (Not necessarily done by employee, but insures completion.)

1. Under the direction of Traffic Services Supervisor, complete any assigned duties under the Weighmaster program.
2. Review and support decisions reached by the Road Commission Safety Program.
3. Assist the Engineering Department when necessary.
4. Work with insurance companies to resolve claims, such as property damage, vehicle/equipment damages and other claims in the best interest of the Road Commission.
5. Work with Traffic Services Supervisor as needed to facilitate accident investigations and documentation.
6. Perform other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Education to include graduation from high school or GED, with a preference for an Associate's Degree or equivalent.
2. Five years of supervisory experience.
3. Ten years of related road construction and maintenance experience including supervisory experience.

Necessary Knowledge, Skills and Abilities

1. Must be a strong communicator and able to speak to all levels and personalities within the organization and the community.
2. Must be able to coach and lead subordinates.

3. Considerable knowledge of the procedures and practices related to road construction, road maintenance and snow removal.
4. Considerable knowledge of the equipment and materials used in road construction, road maintenance and snow removal.
5. Knowledge of Microsoft Office and ability to use Word and Excel programs for word processing and spreadsheet operations.
6. Skill in establishing and maintaining effective working relationships with public officials, co-workers and the general public.
7. Ability to analyze, organize, establish appropriate priorities, delegate and ensure completion of work and make decisions.
8. Ability to analyze data and prepare reports.
9. Must have a valid driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Chain saws, pickup trucks with front-mounted plows and rear-mounted sanders. Phone, networked computer and various printers including word processing and spreadsheet software, copy machine, postage machine, fax machine, base radio, and ten-key calculator, blue print copying machine and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be performed in an office setting, but the employee often works in outside weather conditions, for example on construction sites or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment and field-testing equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear; and the ability to physically move about on construction work sites.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud when on construction site.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Date: _____
Supervisor

Approval: _____ Date: _____
Appointing Authority

Effective Date: 07/09/19

Revision History: 03/13/2013, 09/06/2013, 05/22/2019, 06/19/19