# JOB DESCRIPTION COUNTY HIGHWAY SUPERINTENDENT

JOB TITLE:

Highway Superintendent

REPORTS TO:

Day County Board of Commissioners or their assignee

PROBATION PERIOD:

One (1) year

SELF-TERMINATION:

On thirty (30) days' notice at any time by resolution of the

Board of Commissioners; if not terminated by such notice,

the term is two (2) years.

### GENERAL STATEMENT OF DUTIES AND TASKS:

All duties which are assigned and imposed by the Board of Commissioners and must follow all regulations, requirements and policies set by the Board of Commissioners including personnel policy;

- Responsible for all road construction and maintenance of the county highway system which includes 170 miles asphalt and 350 miles gravel;
- ➤ Maintain detailed records of the cost of any work or project on any highway, bridge, tile or culvert and upon completion file a report with the County Auditor as required by SDCL 31-11-6;
- ➤ Prepare and file with the County Auditor a true and correct inventory of all road building equipment, supplies, and materials on hand and an estimate of its present value, as required by SDCL 31-11-8;
- > Prepare or obtain bid specifications and purchase supplies and materials;
- Review and certify all bills or claims before submission to Board of Commissioners for approval;
- > Prepare annual budget request to be submitted to Board of Commissioners;
- > Supervise the maintenance and repair of all county highway roads, bridges and equipment;
- ➤ Prepare applications and reports required or requested in connection with South Dakota Department of Transportation and federal aid programs or projects;
- Inspect the county highway system signs and maintain such regulatory, warning and other signs as required by MUTCD manual;

- Must thoroughly inspect each and every bridge and culvert at reasonable intervals for conditions that affect the life and safety of the bridges and culverts;
- Supervise and administer safety programs for department employees and insure that safety regulations and policies are carried out by employees and independent contractors;
- Furnish or provide training for county employees in use and maintenance of roads and county equipment.

# SUPERVISORY RESPONSIBILITIES:

- Must be able to inspect, direct, and supervise all road maintenance and construction work on the county highway system, whether performed by county employees or independent contractors;
- Supervise all Day County Highway Department employees;
- > Supervise the expenditures of the budget of Day County Highway Department;
- County Weed and Pest Supervisor responsibilities and duties concerning noxious weeds and spraying activities shall be part of County Highway Superintendent position.

## MINIMUM QUALIFICATIONS:

- Must have a high school diploma or GED;
- Must have experience and working knowledge of highway maintenance and heavy equipment operation and repair;
- Must have experience and familiarity with highway and bridge construction and re-construction principles and practice;
- Must have demonstrated organizational, managerial, administrative and financial skills;
- Must have good oral and written communication skills;
- Must have good problem identification and solving skills;
- Must have knowledge and experience as to use of basic computer skills.

#### OTHER REQUIRMENTS;

Must have a valid South Dakota driver's license;

- Must be able to be bonded for faithful performance of the duties, as required by SDCL 31-11-2;
- Must be able to meet and deal with the public in a friendly and helpful manner;
- Must be able to make public presentations and respond to questions posed by the public;
- Must be able to meet the job skill and abilities requirements of the position as set forth in the questionnaire filed with the County Auditor.

#### CERTIFICATION:

I hereby certify that I have read and ac with this position.	ccepted the duties and obligations associate
DATED:	Cionotana
	Signature