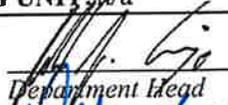
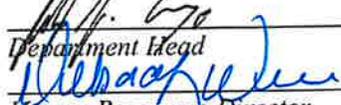


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Road Superintendent	PAY GRADE: D62
DEPARTMENT: Roads Department REPORTS TO: County Engineer BARGAINING UNIT: n/a	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED:  Department Head  Human Resources Director	<u>11/15/2020</u> Date <u>11/19/2020</u> Date

I. PURPOSE SUMMARY. Under general direction of the County Engineer, manages construction, repair and maintenance activities of various public works facilities including roads, bridges, drainage structures and traffic lights as well as provide technical and administrative support activities.

II. ESSENTIAL DUTIES.

- A. Plan, develop, organize and manage programs and projects for roadway, drainage, traffic, lighting and bridge construction, includes assisting with writing grants for projects and equipment. Involves ensuring policies and methods meet statutory requirements; reviewing and interpreting current and proposed legislation and regulations in conjunction with County legal and engineering staff; participate in development of short and long range plans by determining department objectives.
- B. Implement, coordinate and evaluate timely, reliable and economical processes and procedures which involve; studying and standardizing methods and performance measures to continuously improve operation productivity and quality; acquiring and allocating approved personnel, equipment and supplies and arranging for maintenance and ensuring staff complies with required maintenance checks and schedules; schedule multiple projects, and review progress, costs, field investigations and related records and statistics for adherence to efficiency and timeliness objectives, and identifying, diagnosing and solving priority conflicts and organization problems; initiating corrective measures and controls to expedite and optimize interrelated activities and facilitate flow of communications; verifying and issuing directives to rectify complaints advising other county departments and elected officials; explaining department functions and rules to citizens, civic groups, consultants, contractors, utilities, planning commissions and regulatory agencies to solve operating problems and rectify complaints, includes preparation and presentation of agenda items.
- C. Direct department administration. Involves conducting cost-benefit, statistical or other analysis such as project labor requirements and materials specifications, and reviewing funding requests, proposed program improvements and suggested staffing to prepare consolidated annual budget, and set department performance measures; controlling receipt, allocation and expenditure of revenues and budgeted bond and grant funds as authorized by the County Engineer by recording and analyzing personnel, equipment, supplies and maintenance costs, and justifying deviations from forecasts following established County financial policies and procedures; implementing Administration directives; preparing and presenting technical, statistical and cost estimates and results analyses for County Management; overseeing operation and updating for required department record keeping such as payroll, budget, employee files, purchase

requisitions and other transactions. Responsible for knowing and abiding by all department and county policies and procedures.

- D. Supervise assigned supervisory and non-supervisory technical, trades, manual labor, administrative, and clerical personnel. Involves scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; enforcing safety standards and practices to protect both staff and the public; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisors, coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, and employee development activities; enforcing personnel rules and regulations and conduct, courtesy, attendance, appearance and safety standards; resolving grievances, interviewing and recommending for hire of applicants; commending, transferring, disciplining and terminating employees; changing staffing levels and job designs.

III. ADDITIONAL DUTIES. Perform other duties as assigned.

IV. QUALIFICATIONS.

A. Education. Graduate from an accredited college or university with a Bachelor's Degree in Civil Engineering, or related engineering field.

B. Experience. Four (4) years administrative experience in construction, bridge construction and maintaining roads; two (2) years of which is supervisory experience.

C. Education/Experience substitution. N/A

D. Licenses/Certifications. Must have a valid driver's license and maintain a satisfactory driving record. Professional Engineer license preferred.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check and driver's license record. Bilingual in English and Spanish preferred.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of construction, installation, maintenance, repair and paving methods, equipment and materials associated with roads, bridges, overpasses, storm drain systems, traffic signals and automated controls; surveying practices and techniques; uses and capabilities of equipment used in road maintenance and construction; laws, rules, and regulations governing construction, traffic control and safety; general knowledge of operations and management of equipment and parts inventory; knowledge of maintenance, repair, transfer methods; budget and inventory control practices, supervisory techniques and personnel administration. Must have considerable knowledge of federal, state and county ordinances, guidelines and practices. Must have considerable knowledge of Pavement Condition indices and software. Must have strong public speaking and public relations skills and have ability to persuade, negotiate and mediate issues with public and staff. Must have the ability to communicate a vision and provide department leadership to focus employees so they may become productive and efficient. Must establish and maintain effective working relationships with coworkers, staff, public officials, internal

departments, vendors, contractors, regulatory and funding agencies and the general public. Must have extensive knowledge of construction methods and safe operation of various construction equipment.

Must have extensive knowledge of principles and practices of civil engineering and surveying; state and local standards for construction and design, zoning and land use regulations; various software programs including AutoCAD Land Desktop or related programs; proper methods to maintain accurate records; computer operation, the applicable software and general office equipment.

Must be able to plan, develop, organize, implement, coordinate and control functions of a large technical, trades and labor staff engaged in diverse programs and project to ensure effectiveness and efficiency of the department; formulate and establish department policies, budget goals and field and shop operations objectives; impartially and fairly exercise delegated authority through subordinate supervisors to enforce personnel and safety rules and regulations and provide leadership to motivate productivity and cooperation of individuals or teams of various types to produce quality and timely operating results; establish and maintain effective working relationships with fellow employees, County officials, consultants, contractors, utilities, other agencies and the general public using diplomacy in complicated situations involving common operating and management issues. Communicate clearly and concisely orally, and in writing, to analyze and persuasively explain complex technical and regulatory standards and practices.

2. FREEDOM TO ACT.

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy items. Must be able to move across uneven terrain, climb, bend, and stoop to conduct field inspection or oversee construction, if necessary.

5. WORK ENVIRONMENT.

The work involves moderate risks or discomforts that require special safety precautions. Employees may be required to use protective clothing or gear. The employee must be able to move across uneven terrain, climb, bend, and stoop to conduct field inspection or oversee construction, if necessary.

6. SUPERVISORY RESPONSIBILITY.

Exercise authority through multiple subordinate supervisors or lead workers who are needed to manage the work. The directed work involves a variety of unrelated processes or methods. Work assignments may frequently shift which requires the supervisor to take alternative courses of action in response to varying situations. Coordination and integration across subordinate units, or with internal units performing parallel functions, is required to: ensure consistency of products and services; ensure compliance with agency policy; deal with requirements and resolve problems affecting others outside the organization; and maintain consistency in interpreting policies where the basic facts, information, and circumstances often vary substantially.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*