

Monona County
Employer's Job Description
(NEW 05-2023)

Name: _____ **Department:** Secondary Roads
Position Title: Maintenance Superintendent **Pay Grade:** TBD
Status: Salaried / Exempt **Reports To:** County Engineer/Board of Supervisors

Primary Purpose of Position

The primary purpose of this position is supervising the construction, maintenance and repair of county roads and drainage structures.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer:

- Supervise maintenance and repair of county roads
- Coordinates the use of equipment of all projects
- Inspects roads in an assigned area to determine maintenance needs of the roads
- Responsible for used materials sold
- Interviews and recommends employment of personnel
- Recommends disciplinary action for employee
- Performs related work as directed
- Ability plan, organize, assign, supervise, and inspect the work of employees
- Knowledge of methods, techniques, and practices highway construction and maintenance
- Skills in the application of construction and maintenance methods and practices
- Ability to operate various types of construction equipment
- Coordinates work for the Bridge crew, Grading crew, miscellaneous maintenance crew, district maintenance
- Responsible for proper reports including time sheets, operations reports, requisitions, inventory records, materials used on projects
- Coordinates all maintenance operations including bridge maintenance & construction, culver maintenance & installation, maintenance grading, blading gravel & dirt roads, sport graveling, stripping gravel pits, clearing of brush & trees, snow removal, sanding & salting, repair of paved roads, shoulder maintenance, ditch cleaning & drainage improvement, erection & maintenance of traffic signs, driveway construction & maintenance, directs repair of vehicles & equipment, supervises maintenance of buildings & grounds, directs training programs in skills & methods

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED equivalent and five (5) years of progressively responsible highway maintenance work or an equivalent combination of training and experience. Possess a current Class A Iowa Commercial Drivers License or obtain one within six (6) months of hire with air brake endorsement and proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information, and to implement oral and written instructions

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees and vendors

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations, and the ability to work independently and to exercise good judgment in making

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert very moderate physical activity, climb stairs, and able to lift and carry very heavy materials for a continuous period of time, and stand for long periods of time, and exposure to injury is possible.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental Conditions

Ability to work under some uncomfortable conditions inside and outside where exposure to injury is possible, including moderately noisy conditions and exposure to vibration, dirt, dusts, odor, and fumes.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

This Job Description has been reviewed and approved by:

Department Head: _____

Board of Supervisors: _____

Effective Date: _____

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Employee Acknowledgement

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outlined above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee Signature

Department Head Signature

Date Signed: _____