



COUNTY OF NYE

CLASS TITLE: ROAD SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Director of Public Works, plan, organize, direct and manage the activities of the Road Division within the Public Works Department including road maintenance and construction programs; coordinate Road Division activities with other divisions and departments; and provide management support and assistance to the Director of Public Works.

The Superintendent level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Develop and implement Divisional goals, objectives, policies and procedures.
2. Plan, organize and direct Road Division activities including road construction, maintenance and snow removal, traffic control sign maintenance and striping, tree and brush removal and bridge and guardrail maintenance.
3. Oversee and administer encroachment inspections and the pavement management program.
4. Direct, oversee and participate in the development of the Road Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
5. Prepare the Road Division budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
6. Determine the priorities of special projects and road improvements; estimate man hours, equipment costs and materials costs for special projects, routine road maintenance and work.
7. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
8. Build and maintain positive working relationships with coworkers, other County employees and the public using principles of good customer service.
9. Represent the Division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

10. Research and prepare reports; prepare written correspondence.
11. Conduct staff meeting to discuss current work projects and coordinate use of heavy equipment.
12. Confer with subordinate supervisors and other departmental staff on injury accidents and safety hazards.
13. Maintain records on divisional operations.

Knowledge, Skills and Abilities:

Thorough knowledge of: Methods, equipment and materials used in road construction maintenance and repair; Methods of estimating costs of road maintenance and construction projects; Capabilities, operation and maintenance of light and heavy road construction equipment; Accepted safety practices in road maintenance work; Principles and practices of leadership, motivation, team building and conflict resolution; Pertinent local, state and federal rules, regulations and laws; Budgeting procedures and techniques; The principles of supervision, training and personnel management.

Ability to:

Plan, organize and administer extensive road maintenance program; Coordinate and direct the work of a large staff engaged in a variety of road maintenance and repair activities; Understand and interpret engineering plans and specifications; Prepare reports and correspondence; Maintain accurate records; Establish and maintain effective working relationships with those contacted in the course of work; Prepare and administer a budget; analyze budget reports on a continuous basis; interpret and evaluate staff reports; know laws, regulations and codes; Observe performance and evaluate staff; problem-solve department related issues; remember various personnel rules; and explain and interpret policy; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Gain cooperation through discussion and persuasion; Interpret and apply County and department policies, procedures, rules and regulations; Supervise, train and evaluate personnel; Establish and maintain effective working relationships with those contacted in the course of work; Work with various groups in a tactful and effective manner; Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class and lead supervisory experience.

LICENSES:

Valid Nevada driver's license and ability to maintain a satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises direct supervision over supervisory, technical and clerical personnel.

CONTACTS:

Department head, engineers, supervisors, foremen, coworkers, other department personnel, vendors, outside agencies, surveyors, developers and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to physical effort on an on-going basis.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Subject to noise, dust, chemicals and fumes.