

POSITION TITLE: Highway Superintendent
DEPARTMENT: Highway
REPORTS TO: Brookings County Commission and/or designee
FLSA STATUS: Exempt
WAGE GRADE: 13

DESCRIPTION OF WORK

General Statement of Duties

Under administrative direction by the County Commission, performs work of unusual difficulty in planning, organizing and directing all highway planning, engineering, construction and maintenance activities for the County. The position is responsible for all activities of the Brookings County Highway System in line with Federal, State and County standards and general policy established by the Brookings County Commission and the rules and regulations of the SD Department of Transportation. Administrative direction is given to professional, technical, clerical, trades and laboring personnel engaged in administration, engineering, construction maintenance, service and other highway activities. Work is performed in accordance with state laws and regulations and according to policy guidance and directives from the Brookings County Commission, and/or designee.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Develops countywide plans and schedules development, construction and maintenance of roads and highways.
- Coordinates construction and maintenance work with the activities of other County Departments and with public agencies operating in the County.
- Plans, directs, and coordinates all activities of the department including budget, administration, engineering, planning, road construction and maintenance; including the acquisition, repair and inventory of equipment and other materials.
- Responsible for the Bridge Improvement Grant (BIG) funding procedures, including, but not limited to, developing the 5-year road and bridge plan on an annual basis, tracking BIG expenditures and reimbursements, and determining which bridge projects to submit applications for BIG funding.
- Delegates authority to subordinates in specialized areas, assuring that work is carried out in an efficient and orderly manner in the time limits scheduled.
- Conducts studies and develops improved methods of highway maintenance.
- Reviews engineering plans and specifications and develops work plans for work projects.
- Responsible for the review and approval of all records and reports pertaining to the operations of the department.
- Responsible for maintaining all records and reports required by statute.
- Attends public meetings and coordinates general public relations with respect to various facets of the transportation work program.
- Develops 5-year short range programs and 20-year long range transportation planning activities for highways, and other transportation modes in accordance with state law and Brookings County Ordinances, or other applicable public requirements.
- Coordinates with the State of SD Department of Transportation on state transportation programs and plans in the county and follows relevant rules and regulations.
- Coordinates with township governing boards and performs the statutorily required administrative functions of South Dakota Statutes in relation to township requirements.
- Coordinates county highway activities with the involved municipalities.
- Reviews highway and bridge plans, location, contracts, and cost estimates for technical and legal accuracy, and approves acceptable proposals or makes corrective recommendations.
- Directs workers in preparation of reports to state and federal government officials and represents Brookings County at hearings with public officials, contractors, and engineering personnel when required.

Supervisory Responsibilities

Directly supervises 15-20 employees in the Highway Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Ability to establish and maintain effective working relationships with staff personnel, community officials and state and federal agency representatives.
- Ability to perform multiple tasks simultaneously.

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.

- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, distance vision, 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 is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

- To perform this job successfully, an individual should have knowledge of Microsoft Office Programs including Word, Excel, Internet Explorer, and Outlook software.

Certificates, Licenses, Registrations

- Possession of a valid Driver's License; supplemented by a satisfactory driving record.

- Possession of a valid South Dakota Class A Commercial Driver's License (CDL).

Education & Experience

- Bachelor's degree in Construction Management from a four-year college or university, and/or
- 10 years practical experience in the construction and maintenance of streets or highways, at least two years of which in administrative experience of a scope comparable to that of the office for which he/she is a candidate.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date