

**APPANOOSE COUNTY SECONDARY ROAD DEPT.  
Job Description**

**JOB TITLE: Road Maintenance Superintendent**

**Exempt (Y/N):** TBD

**JOB CODE:** SF

**SALARY LEVEL:** TBD, est of 120% of Crew Foreman salary; currently \$62,914/yr or \$30.13/hr

**DIVISION:** SECONDARY ROADS

**LOCATION:** 1200 Hwy 2 West

**DEPARTMENT:** MAINTENANCE

**SUPERVISOR:** County Engineer

**APPROVED BY:** Bradley J Skinner

**DATE:** 12/8/2021

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**SUMMARY:** Directs and coordinates activities of maintenance personnel engaged in road maintenance in Appanoose County by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- All work shall be as directed by the County Engineer in that the County Engineer is in responsible charge of the Appanoose County Road Department.
- Assigns work to the County Road Department employees working at road, bridge, and road facility construction and maintenance.
- Responsible for administering safety policies and being proactive in supervising employees to work as safely as possible. This includes a PJHA(Pre-job Hazard Assessment) which is part of the Work Order.
- Provides recommendation to the County Engineer with hiring and discipline of County Road Department employees.
- Plans and monitors road and bridge maintenance activities.
- Understands and implements County Ordinances and policies.
- Instructs subordinates in various techniques, practices, and operation of County equipment
- Responsible for training employees to make out time sheets, operation reports, requisition, and supply request and inventory records.
- Calls maintenance crew for snow removal and emergency situations, 24-hour basis
- Establishes and maintains an effective working relationship with employees and the public
- Develops 3-week work forecast, one week forecast, one week schedules, and daily schedules, for field crews
- Performs regular safety training "tool box discussions"
- Maintains or processes records such as Work Orders, road maintenance inspections, "one-call" utility location requests, entrance permits, complaint review/coordination, purchase orders for construction materials, etc.
- Supervises maintenance and repair of county bridges and structures, drainage fixtures, culverts, ditching, pavement repair and patching within County ROWs.
- Coordinates materials, equipment, and required notifications with project schedules. Consults with Engineering when and if surveying and materials testing are needed.
- Leads the implementation of safety programs and enforces use of proper safety equipment such as hard hats, safety vests, eye protection, ear protection, proper lifting techniques, etc.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the maintenance employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); five years of related experience and/or training in highway construction and maintenance; or equivalent combination of education and experience. Must be able to read and interpret highway road and bridge plans. Must be able to read maps. The applicant must have the ability to thoroughly understand the operation and maintenance of road construction and maintenance equipment. Must be knowledgeable of Federal and State laws such as but not limited to ADA, FMLA, Title VI, HIPPA, and the Collective Bargaining Agreement. Desired licenses, registrations and certifications include (examples, but not limited to): Competent Person, Shoring and trenching, First Aid/CPR, Bloodborne Pathogens, Fire Extinguisher use and operation, Work Zone Safety Hazard Communication, Roadside Spraying, etc.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental

regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Iowa Commercial Driver's license: Class A w/ Air brake endorsement required (or ability to obtain)

**OTHER SKILLS and ABILITIES:**

Must be able to operate computer software and hardware

**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 regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand, walk, and sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 occasionally works near moving mechanical parts. The employee occasionally is exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee occasionally works in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat.

The noise level in the work environment is normally low with occasional high noise levels.

**DEFINITION OF: PHYSICAL DEMANDS/WORK ENVIRONMENT**

Regularly = 67%+

Frequently = 34% to 66%

Occasionally = 0% to 33%