



UNION *County*
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

UNION COUNTY ROAD DEPARTMENT

ROAD SUPERINTENDENT

POSITION DESCRIPTION

MAJOR FUNCTIONS:

Under the direction of the Union County Board of County Commissioners performs specialized skilled and supervisory work in directing the daily operations of the Road Department. Work involves directing and coordinating the work of the Assistant Superintendent and employees of the Road Department, advising staff regarding methods and materials used in construction and repair of roadways, and reviewing completed work of the department. Incumbent is also responsible for developing and administering the department's budget, maintaining maintenance records, and performing routine personnel administration duties. Required to interact with the public to answer questions and address concerns about County roadways, bridges, flooding and drainage, and any other situations that may be of concern. Must be available 24/7 during any storms, disaster or emergency.

DUTIES AND RESPONSIBILITIES:

- Responsible for the planning, coordinating, and direction of all work to be completed by Road Department staff.
- Stays up to date and advises staff regarding the latest methods in road construction and repair needs of the County.
- Reviews completed repair and construction work, ensuring adherence to quality standards and to local and state rules and regulations governing public roads are being followed.
- Interacts with the public daily, either by phone or in person, to answer questions, discuss problems with roads, etc. and gets issues resolved/fixed in a timely manner.
- Develops and administers the department's budget; reviews and approves large expenditures, ensuring adherence to budget limitations and the County's purchasing policy.
- Completes and maintains all records and reporting for the department.
- Meets with County Commissioners weekly to get instruction of the work to be completed in their Districts for that week, and ensures the timely completion of said work.
- Must attend monthly Board Meetings and present a monthly report to the Board.
- Performs routine personnel administration duties including recruiting, interviewing, hiring, training, assigning, disciplining, evaluating, granting leave and vacations, firing and awarding salary increases.
- Keeps Commissioners abreast of any issues as per County policy.
- Attends seminars, conferences, workshops, etc., to enhance and maintain knowledge of

trends and developments in the field of road and bridge construction and repair.

- Complete training to obtain, and maintain, a certification to supervise inmates
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operation of motorized equipment used in the construction and repair of roadways and bridges.
- Knowledge of the occupational hazards and the proper safety precautions involved in general construction and operating equipment.
- Knowledge of local, state, and federal laws, rules, and regulations governing the construction of roadways and bridges.
- Knowledge of the Union County road system and State DOT road system.
- Skills to identify the need for road repair/grading and in determining the effort and necessary methods required to repair a particular road.
- Ability to communicate effectively both orally and in writing to receive, record, and deliver information, and to explain procedures in standard English and using mechanical and engineering terminology.
- Ability to read a variety of records, time sheets, reports, logs, drawings, maps, invoices, applications, etc.
- Ability to maintain and complete accurate records and to develop meaningful reports from those records.
- Ability to establish and maintain effective working relationships with other employees, agencies, offices, and the public as necessitated by work assignments
- Ability to speak to groups of people with poise, voice control, and confidence.

SPECIAL REQUIREMENTS

- Data Conception - Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to, or divergent from, obvious standards) of data, people, or things
- Form/Spatial Aptitude – Requires the ability to inspect items for proper length, width, height, and shape.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammed form; and to deal with several abstract and concrete variables.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, the general public, citizens, or employees.

ENVIRONMENTAL CONDITIONS:

Works both inside in an office environment and outside in various settings. Outside conditions involve exposure to extreme heat and cold, humidity, rain, wind, noise, strong odors, smoke, dust, pollen, and possible toxic conditions.

PHYSICAL REQUIREMENTS:

- Ability to perform tasks that require occasional physical exertion and/or muscular strain.
- Ability to lift up to 70lbs and move 10-50lbs regularly
- Ability to perform constant sitting, walking, bending, stooping, lifting, reaching, and climbing

MINIMUM QUALIFICATIONS

- Must possess high school diploma or equivalent (GED)
- Must possess valid Florida Driver's License with at least a Class B CDL; Class A preferred
- Must have a minimum of 5-10 years' experience in road construction and repair or a combination of training and experience which provides the required knowledge, skills, and abilities
- Must be able to pass a pre-employment drug screen and DOC background check
- Considerable supervisory experience preferred

COMPENSATION AND BENEFITS

The pay range for this position is \$50,000 - \$62,000 annually. This position is eligible for full-time benefits including retirement benefits through the Florida Retirement System (FRS); deferred compensation retirement plans through Nation Wide; Medical, Dental, Vision, Group and Voluntary Term Life, and supplemental insurances; and paid holidays, vacation, and sick leave.

UNION COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY AND ADA COMPLIANT EMPLOYER
WHO GIVES VETERAN'S PREFERENCE

This job description is not intended to be, and should not be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.