

McCulloch County Job Description

Job Title: Road and Bridge Superintendent

Reports to McCulloch County Commissioners Court

Summary:

The Road and Bridge Superintendent will plan, supervise, and participate in the construction and maintenance of county roads, cattle guards, drainage systems, signs, brush and vegetation control, and equipment maintenance. The Road and Bridge Superintendent will plan and organize work schedules, training, and safety programs for the Road and Bridge employees. The Road and Bridge Superintendent will interact with the public professionally. The Road and Bridge Superintendent is under the general supervision of the Commissioners' Court and will present a monthly report in person to the Court.

Essential Job Functions:

- Identify construction and maintenance needs by systematic inspection of roads, cattle guards, drainage, and signage for safety
- Plan and organize personnel, materials, and equipment for needed projects regularly
- Supervise Road and Bridge employees following County policies and the Employee handbook to ensure work duties are completed correctly and in a timely manner
- Oversee construction and maintenance projects involving heavy equipment, including motor graders, wheel loaders, vibratory rollers, backhoes, skid steers, mowers, sprayers, haul trucks, dump trucks, water trucks, trailers, and other equipment and tools
- Determine and maintain appropriate staffing levels for the Department
- Perform administrative duties to include calculating and ordering needed materials, maintaining required records, and providing monthly and annual reports and annual budget recommendations to the Commissioners' Court
- Supervise employees during emergencies and disasters
- Interact with other County officials, employees, residents, and other County and State organizations in a professional manner
- Other duties as assigned by the County Judge and Commissioners
- Responsible for ensuring the performance of maintenance on County equipment according to manufacturer recommendations.

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws, rules, and regulations about employment, discrimination, sexual harassment, and disability as needed to supervise employees.
- Knowledge of operation, safety, capabilities, limitations, and servicing requirements of heavy equipment and other tools used in the building, maintaining, and repairing of roads.
- Knowledge of materials used in roadway construction and maintenance
- Knowledge of McCulloch County geography to direct work crews, inspect roadways, respond to emergencies, and provide information to the public
- Ability to read and comprehend manuals, reports, handbooks, budgets, and records
- Ability to write reports, fill in forms, develop budgets, and maintain records
- Ability to perform basic mathematics with the use of a calculator to calculate materials needed, develop budgets, and keep time records.
- Ability to use a computer to access the internet, correspond using email, keep records, and generate reports
- Ability to plan, organize, schedule, and prioritize work plans so that both short/long range goals are met

Education/Experience:

- High School diploma or GED
- 2 years of experience in Public Road Maintenance and equipment operation
- Supervisory experience

Special Requirements

- Maintain current Class A Commercial Driver's License
- Maintain an insurable driving record
- Road Superintendent will be required to be a qualified voter in McCulloch County

Work Environment and Physical Demand:

While performing the duties of this position, frequent exposure to extreme weather conditions, including heat and cold, is expected. There is also occasional exposure to moving mechanical parts, noxious fumes, dust, and loud noise.

Maintaining a stationary position for extended periods of time to operate heavy equipment is required, as well as moving around the shop, yards, and jobsites. You will be required to position yourself atop or under heavy equipment to operate, inspect and maintain it. Physical labor is expected for long periods of time. You must regularly move/position (25) twenty-five pounds, frequently move/position (50) fifty pounds, and occasionally move/position (100) one hundred pounds.

The employee must demonstrate good eye-hand-foot coordination to operate hand and foot controls while observing the work area and relative positions of other equipment, personnel, and potential hazards. Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and adjusting focus.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Wages and Hours:

Wages are based on levels currently established per the McCulloch County Pay Scale.

Regular hours are standard except for emergencies.

Special Conditions:

This position is subject to pre-employment, reasonable suspicion, random, and post-accident drug/alcohol testing per DOT and McCulloch County Employee Handbook for Commercial Driver's license and equipment operators.