

JOB ANNOUNCEMENT

Lawrence County Road Department has an opening for the position:

Road Superintendent. Pay Range \$18.20 to \$23.71 per hour based on experience. Knowledge and experience of construction and maintenance of roads, the ability to manage personnel, and a valid driver's license with CDL endorsement are required. Some job responsibilities include supervision and planning of road department, maintaining detailed records. Full job descriptions and applications may be acquired at the Lawrence County Commission Office, 12001 AL Highway 157, Moulton, AL 35650 or at lawrencecountyal.org. Applications will be received until 4:00 P.M., Friday, May 6, 2016.

Benefits include: annual time, sick leave, health insurance, holidays, and State retirement. Lawrence County is an equal opportunity employer.

LAWRENCE COUNTY
JOB DESCRIPTION

Title: Road Superintendent

Dept: Road

Job analysis conducted: February 1, 2011

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Salary: \$18.20 - \$23.24 Hourly
\$1,456.00 - \$1,859.20 Biweekly
\$3,154.67 - \$4,028.27 Monthly
\$37,856.00 - \$48,339.20 Annually

Relationships

Reports to: County Engineer

Subordinate staff: Road Foreman; Work Crews; Shop Foreman; Shop Crews;

Other internal contacts: Road Department Personnel; County Commission

External Contacts: General Public

Job Summary

Supervises and coordinates the work of the Road and Shop Crews under the general direction of the County Engineer. The road crews consist of both skilled and semi-skilled workers using all types of vehicles, tractors, trucks and heavy equipment. The shop crew consists mostly of skilled mechanics and a welder who repair and maintain the road equipment. The superintendent makes technical and/or difficult daily operating decisions based on such factors as emergency needs, equipment and man power available, funds and materials available, etc. Responsible for maintaining department records and reports.

Job Domains

A. Supervision

1. Supervise employees in the Road and Shop department.
2. Lays out and assigns work to equipment operators, laborers and mechanics. Instructs employees as to type of problem and location of assignment.
3. Continuously monitors work in progress; makes on the spot corrections when necessary.
4. Inspects completed work for compliance with specifications.
5. Motivates and leads employees in the accomplishment of county objectives.
6. Counsels employees on work related problems.
7. Carries out policies of the road and shop departments.

8. Ensures that necessary materials, supplies, equipment and manpower are available at job sites.
9. Verbally reports any problems to county engineer.
10. Ensures equipment is operated in a correct manner and safety rules are followed; stops work when safety violations or health hazards occur.
11. Discusses special projects or on-routine procedures with employees; provides assistance when needed.

B. Planning

1. Plans and schedules projects and other objectives to be accomplished in road and shop maintenance.
2. Schedules regular preventative maintenance and major repairs on all assigned equipment.
3. Forecasts needs; advises county engineer on needs for vehicles, equipment, supplies and materials.
4. Coordinates the efforts of all individuals and work crews to accomplish objectives at the lowest cost of manpower and equipment.

C. Operations Management

1. Advises county engineer of manpower needs.
2. Orients new employees on county and department rules, regulations, policies and procedures.
3. Orients employees on job duties; arranges for on-the-job training.
4. Maintains employee records such as hours worked, annual, sick leave, and overtime etc.
5. Maintains accurate records of materials and supplies used on each project.
6. Conducts periodic checks of road conditions; determines repairs and urgency of conditions; schedules work crews accordingly.
7. Completes daily job reports including employee assignments and locations.

D. Miscellaneous

1. Operates a two way radio to dispatch or receive messages from the base station.
2. Talks with public concerning road problems; takes work orders when necessary.
3. Operates various heavy equipment such as dozer, front-end loader and compactor in road and landfill projects.

Knowledge, Skills and Abilities
(Any item with an asterisk will be taught on the job.)

1. Knowledge of construction, planning, and control with emphasis on road maintenance.
2. Knowledge of operation of gasoline and diesel engines, automotive and heavy construction equipment.
3. Knowledge of maintenance management including preventative maintenance, break-down maintenance, and balancing optimal maintenance level with cost.
4. Knowledge of occupational health and safety including accident causation and prevention.
5. Knowledge of departmental and county policies, procedures, rules and regulations.
6. Verbal communication skills to explain procedures and work methods to small groups of people, counsel with subordinates and make oral reports.
7. Math skills to perform basic arithmetic functions.

8. Writing skills to complete routine reports, records and forms.
9. Reading skills to understand policies, procedures, directives, technical literature, operator manuals, blueprints, maps, laws and guidelines.
10. Skills to motivate, communicate with lead subordinates.
11. Supervisory skills to use human and physical resources in accomplishing objectives efficiently and effectively.

Physical Characteristics

1. See well enough to read regular print and to operate equipment; corrective lens acceptable.
2. Hear well enough to talk on telephone and hear speaker 20 feet away; hearing aid acceptable.
3. Speak clearly enough to address small groups of people.
4. Use of hands and fingers to operate equipment.
5. Strength to lift 100 pounds.
6. Physical dexterity sufficient to operate levers, gears etc.
7. Body mobility to climb on top of and crawl under various types of equipment.

Other Characteristics

- *1. Have a valid Alabama driver's license.
2. Willing to work overtime and weekends as necessary.
3. Willing to attend seminars, conferences and workshops.
4. Any combination of education and/or experience which meets the necessary qualifications listed above.

*Valid driver's license defined as Commercial Driver's License.