

# LaMoure County Job Description

**Job Title:** Highway Superintendent  
**Reports To:** Commissioners

**Status:** Appointed  
**FLSA Status:** Exempt

**Summary:** Responsible for the day-to-day operation of the LaMoure County Highway Department. Directs activities of workers concerned with construction and maintenance of highways, roads, and bridges by performing the following duties personally or through subordinate supervisors. Develops and maintains departmental budget and administers policy.

**Essential Functions** include the following. Other duties may be assigned.

- Plan and direct the activities of department personnel and evaluate activities to ensure compliance with goals and objectives.
- Develop policies and procedures for Highway Department operations. Develop and implement administrative and operational policies and procedures.
- Monitors daily activities and work progress
- Prepare and execute departmental budget.
- Prepare, implement, and modify, as required, a plan for snow and ice control.
- Provide information and assistance to political subdivisions, staff, and the general public regarding departmental issues.
- Analyze and recommend solutions to unanticipated maintenance problems.
- Develop and implement a county-wide plan for employee utilization, safety and training needs, and equipment needs.
- Develop and implement long-range county construction and maintenance programs.
- Organizes and directs special projects and emergency work.
- May be called in to work during off- hours due to extreme weather/climate conditions or other emergencies. Occasional travel outside of the County required.

## **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Gathers and analyzes information skillfully. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Project Management** - Develops project plans; Coordinates projects; Completes projects on time and budget.

**Team Work** - Able to build morale and group commitments to goals and objectives.

**Delegation** - Gives authority to work independently.

**Cost Consciousness** - Works within approved budget.

**Ethics** - Works with integrity and ethically.

**Strategic Thinking** - Develops strategies to achieve organizational goals; uses intuition and experience to analyze data; designs work flows and procedures.

**Language Ability:** Must have appropriate command of the English language. Ability to read, analyze, and interpret general technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of employees, county officials, citizens, and the general public.

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

**Qualifications:**

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/Experience:**

Minimum of a 2-year Associate's degree with course work in civil engineering; AND/OR five years related experience in high level administrative support duties that included participation in the development, or modification of major projects or procedures is desired. Minimum of 5 years road maintenance experience and 3 years supervisory experience is required. Work experience must reflect an ability to conduct research, provide analysis, and interpretation of information and prepare formal reports as well as indicate a thorough understanding of the profession of road and bridge construction and maintenance.

**Computer Skills:**

Ability to operate word processing, spreadsheet and e-mail software.

**Certificates and Licenses:**

Class C Driver's License (standard license)

**Supervisory Responsibilities:**

Supervises up to twenty employees in the areas of road and bridge construction and maintenance, shop maintenance and administration. Carries out supervisory responsibilities in accordance with the County'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.

**Work Environment:**

The work environment while performing the duties of this job varies widely; the characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work includes an office setting, a shop setting (including exposure to work near moving mechanical parts) and extreme outdoor weather conditions. The noise level in the work environment varies from quiet to moderate.

**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. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to grip, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

*This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.*

