

## **BUFFALO COUNTY JOB DESCRIPTION**

**POSITION TITLE:** Assistant Highway Superintendent

**DEPARTMENT:** Highway Department

**REPORTS TO:** Highway Superintendent

**SUPERVISES:** All Highway Department Employees

### **PURPOSE OF POSITION:**

Under general supervision, assist the Highway Superintendent in planning, organizing, and supervising designated activities related to maintenance of County roads and related structures

### **Essential Functions:**

- Perform general supervisory work directing the activities of subordinate supervisors and workers
- Assist in scheduling, dispatching and assigning workers and equipment
- Assist in preparing the Highway Department budget
- Assist in preparing long range county road plans
- In the absence of the Highway Superintendent, perform all duties of the Highway Superintendent
- Direct the road maintenance and construction activities
- Inspect roads, bridges and drainage facilities and structures for maintenance and repair needs
- Review work process
- Review expenditures
- Inspect contract work for compliance with plans and specifications
- Assist in acquisition of right-of-ways and materials and equipment for the department
- Prepare reports on worker, material and equipment utilization
- Check projects to maintain efficiency and economy
- Assist in coordinating work and assignments with other agencies and departments
- Report on construction labor and equipment used for projects

### **Marginal Functions:**

- Check/Approve utility permits, driveway permits, etc.
- Train Employees
- Work with Digger's Hotline on locate requests

### **Essential Knowledge, Experience and Abilities:**

- Thorough knowledge of methods, materials and equipment used in construction and maintenance of roads, streets, bridge and drainage facilities
- Thorough knowledge of Federal and State Laws pertaining to road and bridge items

- Ability to establish and maintain effective working relationships with other employees, agencies and the public
- Thorough knowledge and Experience with modern office practices
- Thorough knowledge of County policies, rules, and regulations
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages
- Ability to maintain confidentiality of all departmental documents and transactions
- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies
- Ability to communicate effectively, both orally and in writing
- Ability to understand and follow both oral and written instructions
- Ability to perform accurate mathematical calculations such as addition, subtractions, multiplication, and division using a calculator, ten-key adding machine or manual calculation
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, and the general public.
- Ability to handle and respond to complaints and grievances
- Ability to perform assignments with accuracy and attention to detail
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner
- Ability to communicate with employees regarding tasks that need completed
- Ability to communicate with other departments when working on projects together
- Ability to problem solve and reason
- Ability to read and interpret blueprints
- Ability to work effectively in stressful situations
- Ability to supervise
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation
- Ability to use telephone and two-way radio systems

**Essential Education, Certifications and/or Licenses:**

- High School Diploma or equivalent. Combination of equivalent education and/or work experience may be considered if substantially related to the detailed job requirements of this position
- At least 4 years' experience in road or public works general construction
- Maintenance or repair work including 2 years in a supervisory capacity
- Must have a Certification or Licensure as County Highway Superintendent by State with a Minimum Class B license or ability to attain the license within a reasonable amount of time as determined by the County
- Must be a Certified Bridge Inspector with the State of Nebraska or have the ability to attain the license within a reasonable amount of time as determined by the County
- Must possess a valid State of Nebraska driver's license/Commercial Driver's License or the ability to attain CDL within a reasonable amount of time as determined by the County
- Land surveying experience desirable

**Essential Physical Demands and Typical Working Conditions**

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis
- Must be able to stand or walk for an entire day.
- Must be able to lift up to 50 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

**Essential Attendance and Availability Requirements**

- Must live in Buffalo County or be willing to move into Buffalo County within a reasonable amount of time as determined by the County
- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work on weekends when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

The specific statements in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County Recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Effective Date of Job Description:** \_\_\_\_\_