

Position Title: Highway Patrol Superintendent

FLSA Status: Non-exempt

Reports to: Highway Commissioner

Pay Grade: Q

Department: Highway

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for supervising employees and planning day-to-day activities in the maintenance of State and/or County highways. Employee is required to be able to operate road maintenance and construction equipment. Employee exercises considerable independent judgment in decision making within general guidelines under the administrative direction of the Highway Commissioner.

II. Essential Duties and Responsibilities

- Plans, schedules, organizes, and supervises highway maintenance projects and work crews.
- Responsible for carrying out maintenance and repair of highways in the County.
- Keeps Commissioner and/or Patrol Supervisor informed of progress on projects, equipment needs, or need for additional employees. Requisitions materials for job.
- Recommends replacement of existing equipment or purchase of new equipment.
- Patrols state and/or county roads on a regular basis to observe work in process and to determine needed roadwork or improvements.
- Assumes supervision of the Department in the absence of the Highway Commissioner and/or Patrol Supervisor.
- Performs special assignments as directed by the Highway Commissioner and/or Patrol Supervisor.
- Inspects highways for unsafe conditions, encroachments, sign and drainage problems.
- Receives complaints and requests from the public. Responds to public inquiries.
- Maintains availability and accessibility by phone for overtime work during snowstorms or when other road damage occurs.
- Assigns work and supervises individuals or crews performing maintenance on state and/or county roads, including paving, patching, grading, ditching, snowplowing, monitoring/ replacing road signs, placing gravel on roadways and shoulders as needed, or related work.

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Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Operates road maintenance and construction equipment if necessary.
- Instructs employees in equipment operation when necessary, stressing on-the-job safety procedures. Insures that employees wear protective safety equipment provided.
- Prepares daily work schedules and work assignments. May be on and on-call rotation to call in individuals or crews after regular working hours when necessary to handle emergency road repairs, or plowing, salting or sanding.
- Attempts to get work completed within allocated budgets for each project.
- Consults with Department personnel regarding vehicle/equipment maintenance and repairs.
- Performs a variety of semi-skilled highway maintenance duties.
- Keeps records of work performed in the section and time involved in performing the work.
- May be required to plow snow.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Uses breathing apparatus, hearing, gloves, and eye protection as necessary.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions.
- Responsible for advising supervisor if valid driver's license and good driving record are not maintained.
- Performs road patching and road maintenance.
- Performs related work as required or directed.

IV. Physical Demands

Approximately 60% of the time, work is performed driving, patrolling roads, walking, writing reports; 20% performs other duties which involve lifting, bending, carrying, walking, climbing on uneven terrain; 20% sits at desk, uses hearing, near vision and writing; 20% talks to clients, callers, department staff. Work is performed in all types of weather, including rain, snow, and extreme cold and heat; dramatic shifts in temperature, and noise, vibrations and mechanical hazards are factors. Requires near and far vision for driving vehicles, inspecting road and operating equipment. Reads and writes instructions and records. Communicates with the public. Operates road maintenance and construction equipment occasionally.

- May involve potential for minimal exposure to blood/body fluids.

V. Education and Training Requirements

- High school graduation or equivalency. Two years of direct supervisory experience and six or more years of highway maintenance and construction experience are desirable with Substantial experience in road repair and maintenance.
- Must have valid driver license, good driving record, and Class AD commercial driver license. Must have reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.