

Buffalo County Highway Department Highway Superintendent

The Highway Superintendent performs professional and administrative supervision and engineering work in directing the planning, design, construction, maintenance, improvement, and repair of County highways, roads, and bridges for the Buffalo County Highway Department. The incumbent provides leadership to establish and achieve effective and strategic vision for the Highway Department. Responsibilities include ensuring proper care of all County highways, roads, and bridges; supervising technical, skilled craft, and service maintenance workers; preparing budgets; and developing and implementing department policies and procedures. This is an appointive position; the incumbent serves at the pleasure of the Board of County Commissioners pursuant to SDCL 7-8-20.

Examples of Essential Functions:

Leads the department in the planning, development, coordination and implementation of the Highway Department's policies, procedures, goals and objectives. Provides direction for the department through strategic short and long-term goal setting and planning. Directs the department's policies, procedures, and administration to ensure compliance with applicable ordinances and laws.

Administers planning, design, construction, and maintenance programs for Buffalo County highways, roads, and bridges. Develops and implements long range plans for highway and bridge construction and maintenance that reflects prioritized needs and funding options.

Supervises and provides work direction for department of approximately 5 +/- employees. Coordinates activities of the County highway divisions including administration, construction and maintenance, traffic control, and equipment maintenance.

Reviews highway and bridge plans, location, contracts and cost estimates for technical and legal accuracy.

Reviews bids and proposals and recommends acceptance to the County Commission.

Prepares annual budget and monitors department expenditures by project on a continual basis.

Develops department policies and procedures to ensure legal, cost effective, and productive supervision and program administration. Directs workers in preparation of reports to state and federal agencies. Utilizes necessary resources for developing solutions to engineering problems and to facilitate project administration.

Minimum Qualifications:

Valid Class A Commercial Driver's License with air brakes and safe driving record. Working knowledge of SDCL statutes as it applies to counties. Broad knowledge of the standard practices of civil engineering. Broad knowledge of the construction industry as it applies to road and bridge construction and maintenance. Working knowledge of modern management practices. Skill in operating a personal computer for development of engineering problems and to facilitate project management as well as daily entry duties into the highway department software program. Ability to effectively organize and direct the work of others. Ability to communicate effectively orally and in writing and to establish and maintain strong and effective working relationships with employees, other agencies, and the

public. Ability to maintain professional appearance and demeanor. Additional qualifications such as commercial applicator license as well as MSHA training may be required.

Preferred Qualifications:

Previous supervisory experience beyond three (3) years and budget management experience preferred.

Working Environment:

Work is performed both indoors in an office where interruptions often occur and outdoors where the employee is exposed to outside weather conditions including: extreme cold, extreme heat, moving mechanical parts, precarious places, fumes or airborne particles, toxic chemicals, high volume traffic, heavy equipment and noise related construction projects. Noise level may be loud at times.

May require working in excess of 40 hours per week to meet project deadlines or attend evening meetings.

Some travel may be required for training and meetings.

Physical Requirements:

Must be able to frequently sit, walk, stand, bend, kneel, stoop, reach and lift, push or pull and manual dexterity is needed to type, write, use a calculator, and answer telephone.

Upper body strength is a requisite to lift/move 20 lbs. unassisted, and lift/move 50 lbs. with assistance.

Ability to communicate effectively orally and in writing.

The ability to talk and hear via the telephone and through face-to-face communication is needed.

Will be required to use appropriate personal protective equipment.

Note:

This job description should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow other instructions and to perform any other related duties, as may be required.