

COOK COUNTY  
ROAD SUPERINTENDENT POSITION

**JOB SUMMARY:** This position is responsible for scheduling, assigning, and supervising the work of road construction and maintenance crews.

**MAJOR DUTIES:**

Schedules work crews and assigns daily duties; monitors the work of personnel in the field.

Responds to complaints from the general public.

Locates property lines and sets stakes.

Sets and shoots grade as necessary.

Assists with interviewing, training, and evaluating personnel.

Conducts on-site inspections of work in progress.

Installs culverts, digs and clears ditches, and clears rights-of-way.

Operates various types of heavy equipment as needed including a lowboy, dump truck, bulldozer, grader, backhoe, and roller.

Oversees the maintenance of drainage ditches and pits.

Reviews work orders; determines equipment and materials needed.

Assists with right-of-way acquisitions.

Maintains parts inventory.

Remains on call for after-hours emergencies.

Supervises ditch and pipe laying crew and assists in the performance of duties necessary to maintain and repair ditches and lay pipe, including cutting ditches and constructing cross-drains and driveways.

Inspects assigned vehicles and equipment.

Trains personnel in safety and operating procedures.

Disseminates instructions to assigned crew members.

Helps assure that pipe is placed at proper depth, grade, and compaction.

Repairs and clears washed out roadsides, shoulders, and driveway culverts; removes trees, brush, and debris.

Transports equipment and personnel to job sites.

Assists with locating utility lines.

Knowledge to oversee the operation of various hand and power tools, including a chainsaw, cement saw, level, tripod post-hole digger, hammer, and ax.

Knowledge in maintaining tools and equipment used for ditch and pipe-laying work, including a motorgrader, backhoe, shovels, and picks.

Knowledge and experience in operating a motorgrader and backhoe to construct cross-drains, cut ditches, and construct and repair driveways.

Knowledge and experience in operating a dump truck to haul dirt and gravel.

Performs other related duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of proper ditching and pipe-laying procedures.

Knowledge of county and department policies and procedures.

Knowledge of local building codes and ordinances and relevant state and federal laws.

Skill in supervision.

Skill in achieving proper grade and compaction.

Skill in reading plats and maps.

Skill in operating tools and equipment used in ditch and pipe-laying work, such as a tractor, motor grader, front-end loader, and water truck.

Skill in the use of various hand and power tools, including a chainsaw, cement saw, level, tripod, post-hole digger, hammer, and ax.

Skill in performing preventive maintenance on light and heavy equipment.

Skill in dealing with the public.

Skill in oral and written communication.

#### **MINIMUM QUALIFICATIONS**

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupation field.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

**SUPERVISORY CONTROLS:** The Public Works Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county ordinances, department policies and procedures, and state Department of Transportation rules and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory and technical duties in ditching and pipe-laying. Dealing with the public contributes to the complexity of the work.

**SCOPE AND EFFECT:** This position is responsible for supervising and assisting in the repair and maintenance of county ditches. Successful performance contributes to a safe and functional drainage and road system.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, contractors, engineers, surveyors, other county employees, other utility personnel, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is performed outdoors. The employee is exposed to noise, dirt, dust, grease, machinery with moving parts, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over subordinate personnel in the field.