

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### ROADS SUPERINTENDENT

**Department:** Office of the County Engineer  
**Pay Grade:** 114  
**FLSA Status:** Exempt  
**Job Class:** 1122  
**Risk Code:** 9410

#### JOB SUMMARY

Responsible for the maintenance of the County Maintained Road System and for programming short and long-term operation and maintenance efforts through efficient scheduling, production, and allocation of materials, equipment, and personnel.

#### ESSENTIAL JOB FUNCTIONS

- Responsible for the maintenance activities of the County Maintained Road System
- Coordinates with senior management and controls the daily sectional maintenance activities including road and right-of-way maintenance.
- Responsible for supervising and coordinating program efforts, including the development and distribution of allocation of projects, personnel, equipment, and materials. Assigns or delegates work to Roads Maintenance supervisors and others under charge.
- Manages personnel issues in a fair and prudent manner and in compliance with all policies and procedures including the County's Employee Handbook.
- Makes recommendations to senior management regarding personnel, policies, and procedures.
- Investigates construction and operational complaints and reviews in the field. Ensures all inquiries and complaints are handled appropriately and in a professional and timely manner.
- Through performance evaluation, establishes objectives and associated goals for personnel under his/her supervision designed to achieve the most effective and efficient operation possible, recommending promotions, merit increases, demotions, and discipline. Participates in applicant interview processes and makes hiring recommendations. Approves timesheets and leave use
- Participates as a member of management to assist in the development of long and short-range goals for the section. Assists with the development of budget strategies, implementation plans and resources needed to achieve goals
- Responsible for compliance concerning storage and disposal of hazardous and non-hazardous materials in accordance with laws and regulations.

- Monitors production, troubleshoots, and initiates problem-solving solutions.
- Develops plans and organizes special projects and routine maintenance activities by evaluating conditions to determine which tasks should be performed in what order and what materials or information is needed.
- Compiles numerical or statistical data for charts, budgets, and schedules.
- Prepares routine reports such as brief written summaries to describe work status, repairs, inspections, or problems encountered. Prepares technical charts and reports regarding the production and efficiency of operations.
- Evaluates and plans training and instruction of subordinates.
- Develops and writes plans and specifications for the purpose of bidding materials, equipment, and projects.
- Evaluates and plans equipment and vehicle needs, makes recommendations, and provides justification regarding short and long-range planning of equipment purchases.
- Interprets and administers corrective actions related to customer service to ensure all inquiries and complaints are handled in a professional and timely manner.
- May fill in for senior management staff as directed or in the event of absence
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Required to respond to emergency and after hour calls on nights, weekends and holidays. May act in a command role or various support functions as needed during major incidents.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for direct supervision over a moderate size staff of crew leaders and assigned employee workforces and indirect supervision over other substations. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training, evaluating job performance, recommending selection of new staff members, promotions, status changes, discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in relevant field or equivalent; and five (5) years' experience in road construction, road maintenance, and/or engineering; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida Intermediate Maintenance of Traffic Certification within one (1) year of assignment.

- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within three (3) months of assignment.
- FEMA NIMS IS-300 and IS-400 Certifications within one (1) year of assignment.
- CPR Certification within one (1) year of assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in the development of policies, programs, plans, or procedures.
- Ability to identify a problem, analyze the problem, and determine the best course of action or solution to resolve the problem.
- Knowledge of road maintenance equipment.
- Ability to plan, assign, monitor, and supervise the overall work efforts of field operations.
- Ability to remain calm in stressful situations.
- Ability to enter and retrieve information from a set database and use email and mapping tools.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk, hear, or smell.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***