

## **BUTLER COUNTY**

### **JOB DESCRIPTION**

**Position:** Highway Superintendent  
**Last Revised:** Oct. 2018  
**Job Status:** Exempt/Full-time  
**Reports to:** County Board of Supervisors  
**Supervisory Responsibilities:** All Road Department Employees

---

#### **I. GENERAL FUNCTIONS**

This is responsible supervisory and administrative work participating in the overall direction and coordination of the Butler County Roads Department.

Work involves responsibility for planning, organizing, directing and supervising the Road department. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Position involves a high level of judgment and decision making on a daily basis. Position works independently and receives general supervision from the Butler County Board of Supervisors with work being reviewed in the form of written reports and results received.

#### **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

- Plan, direct and budget the activities of the Road Department. Prepares departmental operating and capital budgets. Coordinates efforts with county board and other boards/committees. Administers and approves all expenditures, including payroll, accounts payable, and contracts for outside services.
- Responsible for the planning, designing and implementation of maintenance and construction procedures of all county roads, bridges and highway structures; solicit, review and make recommendations of bids for such work; schedule and inspect contract work for compliance with plans and specifications; maintain and recommend replacements of construction equipment.
- Prepare and present to the Board of Supervisors the county's One and Six-Year Road Plan, Annual Report, and fiscal years Road and Bridge Budget. Submit said reports to the Board of Public Roads Classifications and Standards.
- Supervise the overall administration and direction of road operations, including the maintenance and repair of roads, bridges and related facilities; the maintenance of vehicles and equipment; snow and ice removal; and tree and brush removal.

- Develop work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards; plans the utilization of staff and equipment in accordance with work schedules; orders materials and supplies.
- Attend county board meetings and inform board of current projects, employment, issues, etc. Prepare notice, agenda, and minutes of any needed Roads and Bridge Subcommittee meetings.
- Responds to complaints, concerns, and questions from the public and other entities.
- Program projects to utilize all state and federal aid funding available. Maintain program according to state and federal requirements.
- Develop and present quarterly safety meeting and training sessions for Road Department employees. Develop a grader operator training program and administer training annually or semi-annually to all county grader operators and offer the same to all township grader operators.
- Inspect and document accidents, both employee and public (pertaining to roads). Conduct inspections of Road Department facilities and equipment to ensure safe working conditions.
- Develop and maintain county-wide inventories and inspection programs, including but not limited to signs, culverts, bridges, etc.
- Develop and maintain snow removal program.
- Develop and implement Highway Department organizational chart, job descriptions and responsibilities for all Road Department employees, conduct performance evaluations, supervise drug and alcohol testing for employees and responsible for the supervision of all Road Department employees. Document and approve or disapprove employee's requests for time off, sick leave, vacation leave, overtime, comp time, etc. Perform duties on an on-call basis as needed.
- Perform other duties as directed or as the situation dictates.
- Work with the designated County Engineer on projects and studies, as needed.

### **III. OTHER NON-ESSENTIAL DUTIES**

- Contact person and responsible for the county's drug and alcohol program. "Responsible Charge" designee for federal aid projects.
- Represent the department at a variety of different meetings.
- Attend seminars, conferences and training workshops on a variety of department related subjects.

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of routine vehicle and equipment maintenance procedures.
- Knowledge of general and specialized road and bridge maintenance and construction methods.
- Knowledge of surveying sufficient to read, set grade and calculate quantities for culvert and road construction.

- Knowledge of math sufficient to calculate quantities for armor coat, asphalt and earth construction projects and budget purposes.
- Knowledge of computers to conduct bridge inspections, drainage structure programs, budgets, etc.
- Knowledge of culvert sizing and design.
- Knowledge of grants and federal aid programming and acquisition of funds.
- Ability to read construction plans for maintenance and construction projects and to design projects to meet minimum standards.
- Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.
- Ability to conduct meetings both employee and public.
- Ability to develop and annually update long-range plans based on needs and coordinated with adjacent local government units.
- Ability to develop annual programs for design, construction and maintenance.
- Ability to develop budgets based on programmed projects and activities.
- Ability to implement the capital improvements and maintenance activities provided in the approved plans programs and budgets.
- Ability to keep information, including personnel records, bid proposals, etc., confidential as access is available to all Road Department records.

#### **V. DESIRABLE TRAINING AND EXPERIENCE**

A graduate high school education plus experience and training in the maintenance, construction and inspection of country roads and bridges. Experience in the operation of heavy equipment used in the construction of county roads and bridges. Experience in the operation of computers to run bridge inspection, culvert sizing and other road department computer programs. A valid Nebraska driver's license is required. Nebraska Bridge Inspectors License. Ability to obtain "Responsible Charge" status for managing federal aid projects.

#### **VI. MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or equivalent
- Must 18 years of age
- Valid Nebraska driver's license
- Must be able to lift a minimum of 75 lbs.

#### **VII. NECESSARY SPECIAL REQUIREMENTS**

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the county; must work such regularly-scheduled hours as are determined by the county; must work any required overtime, weekends, and holidays.
- Must obtain and maintain a County Highway Superintendent's License.
- Must work at the assigned work site.
- Must travel as required.

### **VIII. WORKING CONDITIONS & PHYSICAL EFFORT**

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, or crawl, and talk and listen on a two-way radio.

The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move in excess of 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office situation, an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, sun and inclement weather. Normal hazards are present in working with machinery and vehicles. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

### **IX. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Supervisors-Chair Signature

\_\_\_\_\_  
Date