**Job Description & Duties Statement**

**Union County Highway Superintendent**

Division of County Highway & Bridge Management

**GENERAL STATEMENT OF DUTIES FOR COUNTY HIGHWAY & BRIDGE**

Under the direct supervision of the Union County Commission, performs administrative and managerial work associated with the organizing, directing, and coordinating of activities and objectives of the Union County Highway Department.

**HIGHWAY DEPARTMENT TYPICAL DUTIES AND RESPONSIBILITIES**

Performs assigned duties and functions including, but not limited to:

* Responsible and accountable for the effective and efficient operation of the highway department
* Plans and directs all work of all departmental personnel
* Works with other county departmental personnel as required
* Coordinates county highway projects in conjunction with other interested public jurisdictions
* Plans and assists in the planning of the design of new construction and maintenance projects; confers with
* engineers, developers, contractors, and other parties with a vested interest in county projects
* Makes recommendations to the county commission relative to equipment needed and various construction and maintenance projects to be undertaken
* Reports to the county commission on the progress of projects and the general operation of the Department
* Advises traveling public of road conditions during inclement weather via radio announcements, etc.
* Trains and professionally develops departmental personnel
* Recommends and/or initiates such personnel action as appropriate to the effective and efficient operation

of the department and to the general interests of the public

* Conducts such departmental meetings as are necessary
* Attends training sessions and meetings a required
* Performs work in a manner consistent with safe practices
* Develops and maintains positive, professional relationships with the general public and other employees
* Performs other such duties and functions as assigned and necessary to the proper performance of the position

 MINIMUM QUALIFICATIONS

* No less than Five (5) years experience in highway and bridge construction and maintenance, of which no less than Two (2) years were in a supervisory or managerial capacity or any such combination of education, experience and training as may be acceptable to the hiring authority
* Extensive experience and knowledge in the procedures, techniques and standards of highway and bridge construction, maintenance and repair
* Demonstrated ability to effectively communicate both verbal and written instructions of a technical and professional nature
* Demonstrated organizational skills
* Ability to train others
* Ability to withstand variable weather conditions and to work extended hours as needed
* Availability to be on-call 24 hours per day
* Possession of a valid South Dakota driver’s license and if necessary a South Dakota commercial driver’s license (CDL)
* Wage depending on experience