

Position Title: Patrol Superintendent

FLSA Status: Non-exempt

Reports to: Highway Commissioner

Department: Highway



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a supervisory position working in the County Highway Department out of the designated shop, under the direction of the Highway Commissioner and the State. Employee is responsible for supervising employees and planning day-to-day activities in the maintenance of State and County roads and highways. Employee is required to be able to operate road maintenance and construction equipment. Employee exercises considerable independent judgment in decision making within general guidelines under the administrative direction of the Highway Commissioner.

II. Essential Duties and Responsibilities

- Plans, schedules, organizes, and supervises highway maintenance projects and work crews.
- Responsible for carrying out maintenance and repair of State highways in the County.
- Keeps Commissioner and State informed of progress on projects, equipment needs, or need for additional employees. Requisitions materials for job.
- Confers with Department of Transportation personnel and other state personnel regarding projects.
- Recommends replacement of existing equipment or purchase of new equipment.
- Maintains inventory of state furnished supplies and supervises State A.F.E. Projects.
- Reports road conditions to State Highway District Office during adverse weather periods.
- Patrols state and county roads on a regular basis to observe work in process and to determine needed roadwork or improvements.
- Assumes supervision of the Department in the absence of the Highway Commissioner.
- Performs special assignments as directed by the Highway Commissioner.
- Inspects highways for unsafe conditions, encroachments, sign and drainage problems. Contacts utilities regarding projects/repairs.

- Receives complaints and requests from the public in the assigned section. Responds to public inquiries.
- Maintains availability and accessibility by phone for overtime work during snowstorms or when other road damage occurs.
- Assigns work and supervises individuals or crews performing maintenance on state roads, including paving, patching, grading, ditching, snowplowing, monitoring/ replacing road signs, placing gravel on roadways and shoulders as needed, or related work.
- Operates road maintenance and construction equipment if necessary.
- Instructs employees in equipment operation when necessary, stressing on-the-job safety procedures. Insures that employees wear protective safety equipment provided.
- Prepares daily work schedules and work assignments. Calls in individuals or crews after regular working hours when necessary to handle emergency road repairs, or plowing or salting.
- Attempts to get work completed within allocated budgets for each project.
- Prepares reports as required by State DOT and County, including work distribution, labor, and material costs.
- Monitors salt usage on State highways.
- In winter, checks weather reports, and checks with other Highway Supervisors in adjoining counties, observes how storms are developing, and decides when to call out crews for ice and snow removal.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards; reporting and/or correcting any existing or potential safety or accident hazards.
- Establishes and maintains effective working relationship with co-workers and others.
- Responsible for advising supervisor if valid driver's license and good driving record are not maintained.
- Serves and attends various committees, organizations and training seminars as related to the position.
- Performs related work as required or directed.

IV. Physical Demands

Approximately 60% of the time, work is performed driving, patrolling roads, walking, writing reports; 50% Sits at desk, uses hearing, near vision and fingering for typing, writing, computer keyboard or other office machines, 50% - Talks to clients, callers, department staff. 20% performs other duties which involve lifting, bending, carrying, walking, climbing on uneven terrain. Work is performed in all types of weather, including rain, snow, and extreme cold and heat; dramatic shifts in temperature, and noise, vibrations and mechanical hazards are factors. Requires near and far vision for driving vehicles, inspecting road and operating equipment. Reads and writes instructions and records. Communicates with the public. Operates road maintenance and construction equipment occasionally

- May involve potential for minimal exposure to blood/body fluids.

V. Education and Training Requirements

- High school graduation or equivalency. Two years of direct supervisory experience and six or more years of highway maintenance and construction experience are desirable with Substantial experience in road repair and maintenance.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.