

Class Title: Assistant Road Superintendent

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Department Title: Assistant Road Superintendent

Department: Roads and Bridges/Solid Waste

GENERAL STATEMENT OF DUTIES

Employee in this position performs supervisory and administrative work involving the planning, assigning and directing of the various phases of the County Road Department Operations. The employee will assist in supervising 30-35 employees and work under the direction and is responsible to the Road Superintendent.

DISTINGUISHING FEATURES OF THE POSITION

The distinguishing features and some specific examples of the duties of this position include:

- Plans and directs the construction of Roads and Bridges on the County Road System
- Plans and directs the maintenance of county roads and bridges.
- Coordinates and oversees projects jointly funded with the State of Georgia DOT
- Requisition supplies and materials used in department operations in accordance with purchasing policies.
- Schedules equipment, machinery, and vehicle repairs and maintenance with the County Shop
- Makes periodic and final inspections of all department work to ensure effectiveness and full utilization.
- Assist in hiring department employees within the guidelines of the county personnel system.
- Assist in making budget recommendations for preparation of an annual departmental budget.
- Assist in administering the county's garbage collection system.
- Assist in reports on all department activities as required by the Road Superintendent
- Performs other duties as required or assigned by the Road Superintendent

GENERAL QUALIFICATIONS

Through knowledge of road maintenance and construction equipment and techniques; ability to supervise and direct subordinate employees; ability to coordinate concurrent various activities on a daily basis; good knowledge of county purchasing and personnel policies; ability to analyze departmental needs and prepare annual budget recommendations; ability to maintain a good relationship with the general public; ability to prepare and implement long range capital improvement plans; ability to motivate employees and make assignments to achieve department and organizational objectives.

SPECIFIC MINIMUM TRAINING AND EXPERIENCE

Must be a high school graduate or equivalent with 5-6 years of related responsible management experience in the public works area; must have a good working knowledge of the various machinery and equipment used in departmental operations OR an equivalent combination of education, training, and experience which provides the knowledge, skill and ability to perform the duties of the position. Management experience in private road construction companies, management experience in a county public works department or a college degree in civil engineering are highly desirable. MUST have a VALID Class A Commercial License.

