

Midland County Road Commission

JOB DESCRIPTION

POSITION: SUPERINTENDENT

General Summary:

The role of the Superintendent is to lead and direct the work crews through the utilization of the Management Staff. The Superintendent travels throughout the County to review road improvement activities and note needed repair on County roads and right-of-ways. Assist with preparing budget for maintenance work, analyzes and make recommendations regarding workload, snow routes, staffing, projects, etc. Patrol the County in the winter and makes decisions on winter maintenance when necessary. This is a salaried position.

Work is performed under the general direction of the Manager according to regular communications, established rules, regulations and procedures. Work is usually checked upon completion through direct inspection, records and reports.

Midland County is responsible for 303 miles of Primary Roads, 571 miles of Local Roads, 93 Bridges over 20 feet and 254 lane-miles maintained under contract with MDOT.

Major Duties of Position:

1. Plan and schedule projects and long-range goals using budget, township requests, citizen requests, and weather conditions as a guide. Assist with scheduling as necessary.
2. Work directly and indirectly with other departments within the Road Commission to achieve organizational goals and objectives.
3. Manage the programs of the field operations crew.
4. Meet with citizens, township officials and other agencies to discuss complaints, road-related problems and items of mutual concern (i.e., drainage, tree removal, erosion, etc.). Assist with public relations in general and interact with law enforcement and fire protection agencies.
5. Work with all townships providing construction estimates to create construction programs and 5-year plans.
6. Responsible for ordering yearly Salt Orders.
7. Ability to work with contractors scheduling brush spray, road brining, pavement markings, paving, graveling, etc.
8. Coach, counsel and support Foremen to ensure they have the skills and abilities to perform their roles.
9. Work with MDOT to secure heavy maintenance, minor construction and other special funding to upgrade state trunk line maintenance where needed.

10. Assist in inspecting field permit activities, projects, identifying and communicating with landowners and the removal of roadside hazards.
11. Manage and coordinate material inventories with Finance Director and suppliers.
12. Assist with the layout of special projects and inspect work in progress. Check completed projects for conformance to safety and quality standards.
13. Coordinate the training of employees in new methods and procedures, equipment operation, and safety. Work with the Safety Coordinator to evaluate and enforce safety and training programs.
14. Meet with vendor/suppliers of road maintenance supplies and materials. Order road maintenance supplies and materials, verify invoices, prepare records and make the necessary reports.
15. Assist Foremen with winter road patrol and make decisions on proper winter maintenance.
16. Work with the Manager and Finance Director in preparing budgets.
17. Work with Management Staff to recommend equipment purchases.
18. Coordinate with the Fleet and Facilities Manager to assure needed equipment is ready for upcoming seasonal work activities and projects.
19. Work with Management Staff and suppliers to get pricing and annual bids for materials, supplies and equipment as needed.
20. Work with Manager and Negotiating Team on collective bargaining and help resolve grievances.
21. Manage special projects as assigned by the Manager.
22. Review and support decisions reached by the Road Commission Safety Program.
23. Assist the Engineering Department when necessary.
24. Work with insurance companies to resolve claims, such as property damage, vehicle/equipment damages and other claims in the best interest of the Road Commission.
25. Responsible for workforce employment hiring and termination.
26. Up to date Soil Erosion Sediment Control, Brush Spray, Manual on Uniform Traffic Control Devices certifications

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

Necessary Knowledge, Skills and Abilities:

1. Must be a strong communicator and able to speak to all levels and personalities within the organization and the community.

2. Considerable knowledge of the procedures and practices related to road construction, road maintenance and snow removal.
3. Considerable knowledge of the equipment and materials used in road construction, road maintenance and snow removal.
4. Ability to read and analyze blueprints.
5. Knowledge of Microsoft Office and ability to use Word and Excel programs for word processing and spreadsheet operations.
6. Skill in establishing and maintaining effective working relationships with public officials, co-workers and the general public.
7. Ability to analyze, organize, establish appropriate priorities, delegate and ensure completion of work and make decisions.
8. Ability to analyze data and prepare reports.
9. Must have a valid CDL Driver's License with current DOT Medical Card.

Job Qualifications:

1. Education to include graduation from high school or GED, with a preference for an associate degree or equivalent.
2. Ten years of related road construction and maintenance experience, including supervisory experience.

Position Benefits:

- Vacation Time
- Sick Leave
- Holiday Time
- Employee Healthcare Plan – Coverage 90 days after service start date
- Dental Insurance, Life Insurance, Short and Long-Term Disability Insurance
- MERS Pension