



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	ROAD SUPERINTENDENT				
FLSA Status:	EXEMPT	Min. Pay Rate	\$30/hr	Max. Pay Rate:	\$35/hr

Essential Functions:

To lead and oversee the work of all Road and Bridge employees engaged in maintenance and construction activities and performs a variety of field inspections.

Works under the supervision of the County Engineer.

Exercises functional supervision over Road and Bridge work.

1. Dispatch job assignments to Road and Bridge employees daily.
2. Ensures that the County Engineer is kept informed of ongoing activities.
3. Coordinates with the public and employees in a courteous and professional manner.
4. Supervises the blading of roads in a manner that existing materials be utilized as much as possible and ensure proper crown when possible for adequate drainage of road surface.
5. Responsible for maintaining good drainage in road ditches to the extent practicable.
6. Incumbent ensures that machinery is operated properly and by qualified personnel, that all men under his supervision have the proper tools, work safely and complete the necessary paper work on a daily basis.
7. Verify the work assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
8. Review and approve daily work orders.
9. Check and inspect roads and bridges during construction and upon completion of the jobs.
10. Participates in writing specifications for new equipment.
11. Attend Commissioners' Court as needed.
12. Work with the County Engineer in preparing budget for the Road and Bridge Department.
13. Deal with complaints of employees.
14. Deal with complaints and/or questions from the general public.
15. Evaluate employees for various duties and work performance.
16. May be required to employ and remove employees under his direction.
17. Estimate time, materials and equipment required for jobs and requisition materials as required.
18. Participate in the inspection of subdivision roads prior to recommending their acceptance into the County Road System
19. Prepares maps and charts for public presentations and meetings;
20. Performs related duties as required.

Position Specifications:

Requires the following:

1. Road construction and maintenance and basic drainage.
2. The capability and limitations of various equipment.
3. Principles of supervision and training of others.
4. Modern and complex principles and practices of road construction.
5. A variety of materials used in road construction and maintenance.
6. Road construction and maintenance techniques.
7. Occupational hazards and standard safety practices.
8. County and Department policies, procedures and issues.
9. Skill in utilizing personal computers and computer aided drafting equipment; skill in performing basic mathematical calculations.
10. Five to Ten years of advanced road construction and maintenance experience.
11. Equivalent to the completion of the twelfth grade. Additional specialized training in road construction and maintenance; ability to communicate with diverse groups of individuals utilizing tact and diplomacy; ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.
12. Physical requirements include frequent lifting/carrying of 10-25 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.
13. Must have a valid Texas driver's license.
14. Required to be on-call 24-hours a day; may be required to work more than 40 hours during the workweek.

Working Conditions: Working conditions are primarily inside; occasional exposure to traffic, excessive dust, rough terrain, wet surfaces, overhead power lines, high noise areas, unfavorable fumes, vapors and odors.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by County Treasurer Office. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

Applications are available at the Road and Bridge Department, 775 Business 290 East, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us. Applications are to be submitted to the Road and Bridge Department or emailed to a.bridgewater@wallercounty.us. Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.