

## **Hendry County BOCC Job Description**

**Job Title:** General Superintendent  
**Department:** Engineer/Road and Bridge  
**Reports To:** County Engineer  
**FLSA Status:** Exempt  
**Prepared By:** County Engineer  
**Prepared Date:** February 12, 2003  
**Revised Date:** January 10, 2005  
**Approved By:** County Administrator  
**Approved Date:** February 8, 2005

### **MAJOR FUNCTION**

This is an administrative and supervisory work in Road and Bridge and Airports.

### **SUMMARY**

1. Directs and coordinates activities of the Road and Bridge Department.
2. Monitors equipment in construction, resurfacing, and general maintenance of streets, highways, and airports.
3. Work is performed with considerable independence and initiative in accomplishing departmental objectives.
4. The Board of County Commissioners requires the employee to be on call 24 hours a day/7 days a week. The employee must take the County assigned vehicle home to be able to respond to emergencies for safety, hazard, and life threatening situations using tools and communication facilities equipped in the vehicle.
5. The employee works 5 days a week, 8 hours a day.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans production operations, establishing priorities and sequences for work done.
2. Oversees the planning and progress of projects through inspections and meetings with Area Superintendents.
3. Reviews productions and operating reports and resolves operational and maintenance problems to ensure minimum costs and prevent operational delays.
4. Plans and directs the activities of an equipment maintenance program.
5. Develops or revises standard operational and working practices and observes workers to ensure compliance with standards.
6. Assists in preparation of the budget and prepares periodic and special reports as required.
7. Assists in the planning of new construction projects, example: which roads need paving, patching or grading.
8. Writes and reviews performance evaluations; is involved in employee counseling and disciplinary action; approves all hiring and promotions; resolves employee grievances or submits unsettled grievances to the County Engineer for action.
9. Assists in construction plan reviews.
10. Assist in project cost estimating.

## **SUPERVISORY RESPONSIBILITIES**

1. Manages two Area Superintendents who supervise approximately 40 employees in the road and bridge department.
2. Is responsible for the overall direction, coordination, and evaluation of this department.
3. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

1. High school diploma or general education degree (GED) and eight (8) years of supervisory experience in the construction, repair, and maintenance of streets and or public works.
2. Knowledge of the equipment procedures and techniques used in road and bridge maintenance.
3. Knowledge of a wide range of public work, construction, repair procedures and practices.
4. Knowledge of the occupational hazards, safety precautions, and pesticides in the work place.

## **LANGUAGE SKILLS**

1. Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of other managers, the general public, and the Board of County Commissioners.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.

## **REASONING ABILITY**

1. Ability to solve practical problems and deal with a variety of situations.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Florida CDL Class "B" or better driver's license with air brake endorsement.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear with or without correction. The employee frequently is required to stand and sit. The employee is occasionally required to walk, use hands to handle, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without correction.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and extreme heat.
2. The employee is frequently exposed to moving mechanical parts and outside weather conditions.
3. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme cold.
4. The noise level in the work environment is usually loud.
5. The employee drives in and with moving vehicle traffic.
6. Must respond in the event of a major crisis as part of the Road and Bridge Department.
7. **Must be able to take and pass the required health assessment and drug-screening test required for all Hendry County Employees.**

**Hendry County is an Equal Opportunity Employer. Reasonable accommodations for otherwise qualified individuals with a disability will be made.**