

# GOSHEN COUNTY

## JOB DESCRIPTION

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TITLE:	Road & Bridge Superintendent	FLSA:	Exempt
DEPARTMENT:	Road & Bridge	REVISED:	09-06-19

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**Summary:** Under administrative direction, directs the Road and Bridge Department through effective planning, staff management, resource allocation, and sound fiscal practices; assures the effective coordination of the Road and Bridge Department projects required to meet the Goshen County strategic plans and objectives.

**ESSENTIAL JOB FUNCTIONS:**

- Develops and implements strategies to accomplish plans and goals; reviews County needs, and determines resource requirements, costs and deliverables; determines scope and priorities of projects, and directs activities required to achieve project goals.
- Directs Department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; manages Department performance and productivity; assures the overall integrity of the Department products and services.
- Plans, directs and coordinates the department's work plan; meets with management staff to identify and resolve problems; assigns projects and operational responsibilities to supervisors; reviews and evaluates work methods and procedures.
- Directs the department's activities to support present and future operational needs; assures compliance with state and Federal policy and regulations.
- Interprets Board of Commissioners' concerns, defines desired results, develops solutions, and recommends direction of strategies and projects.
- Directs and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; implements corrective actions and conducts performance evaluations; provides leadership, direction and guidance in project strategies and priorities; reviews and approves status reports and directs schedule and plan modifications.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; evaluates and monitors work load and support systems; identifies opportunities for improvement; directs the implementation of changes.
- Manages, allocates, and coordinates numerous internal and external resources, including negotiating contracts; develops and manages budgets, maintains current and accurate financial and resource information on operations; directs the purchase of equipment and services.
- Assures effective communication of issues and strategies between department and County Commissioners; serves as liaison between the County and various Regional organizations and agencies; coordinates project activities with other departments and agencies.
- Performs other duties as assigned or required.

**KNOWLEDGE AND SKILLS:**

- Knowledge of County organization, goals, objectives, policies and procedures, to include the County's Procurement Policy.
- Knowledge of principles and practices of project management in a governmental environment, including a thorough knowledge of applicable State and Federal regulations related to County Roads.
- Knowledge of the fundamentals of project planning.
- Knowledge of the methods and techniques of the project planning, construction and maintenance of public infrastructure.
- Knowledge of the principles and practices of cost accounting, budgeting, personnel administration, and strategic planning.
- Knowledge of County road conditions, areas and needs; construction and bridge maintenance on both paved and graveled roads.
- Knowledge of use of heavy equipment.
- Skill in analyzing departmental issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in checking details, estimates, plans, and general specifications of projects.
- Skill in analyzing and evaluating data and documentation.
- Skill in analyzing needs of County residents and prioritizing projects to meet their needs.
- Skill in developing and implementing long-range plans, policies and procedures for cost-effective management of allocated resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in creating a work environment that fosters teamwork, creativity, and ethical standards.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

**NON ESSENTIAL FUNCTIONS:**

- Work with Commissioners, Emergency Management Coordinator, and the Sheriff's Office to oversee response during disaster or emergency situations.
- Perform other duties as assigned including initiating and developing continuing education programs for staff, managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, drive, and hear.

- Works primarily during normal business hours but is on call for emergencies.
- Occasionally operates gas, electrical, and diesel powered equipment.
- Work is subject to travel and performing work assignments in outlying or remote areas of the County involving exposure to varying weather conditions of extreme hot and cold temperatures.
- The job is sometimes required to work outdoors (when not performing administrative/management duties from an office environment) on varied and often unstable terrain in all weather conditions. Some working conditions require special precautions and the use of protective gear (e.g., hard hats, respirator masks, gloves, etc.).
- On call 24 hours a day and works overtime as necessary

**REQUIRED ABILITIES:**

This job requires the ability to: communicate effectively, manage multiple tasks at once; work with contracts and agreements; adhere to safety techniques and procedures at all times; comply with State and Federal laws as well as County policies and procedures; deal with stress and emergency situations; deal effectively and tactfully with other County employees and the general public to accomplish departmental goals; establish effective working relationships with co-workers, supervisors, other County officials and departments, various state and federal agencies, and the general public.

**MINIMUM QUALIFICATIONS**

(Education, Experience and Licenses)

High school diploma or GED equivalent, five (5) years minimum construction/personnel experience, budgeting and computer skills (i.e., Microsoft office, word and excel), valid Wyoming driver’s license with acceptable record and a class A CDL or ability to obtain, submit to and answer to a background check.

**WORKING HOURS:**

May not accept or engage in any activity, business or employment during standard workweek hours. Working after hours is acceptable as long as there are no conflicts of interests or diminished ability to render the full, loyal and undivided services which is required in this position

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date