

## Wells County, North Dakota

Wells County Courthouse  
***Road Department***  
700 Railway ST N  
Fessenden, ND 58438  
(701) 547-3497

### Job Description

<b>Job Title: Road Superintendent</b>	<b>Job Status: Full-Time</b>
<b>Department: Road Department</b>	<b>FLSA Status: Exempt</b>
<b>Reports To: Board of County Commission</b>	<b>Effective Date: October 2019</b>

#### ❖ Nature of Work:

Under administrative direction of the Board of County Commissioners, manages the overall day-to-day operations of the Wells County Road Department. Responsible for the supervision of construction and maintenance of County Highway, roads, and bridges by performing the following duties personally or through subordinate supervisors. Managing and organizing various work schedules of subordinates, budget planning and administration, and planning and overseeing equipment maintenance associated with the Road Department.

#### ❖ PRIMARY DUTIES AND RESPONSIBILITIES:

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be required to perform position-specific tasks other than those listed in this job description.

- Maintains work records; prepares various activity reports, overseeing work schedules, checking progress of work, approving bills for payment and monitoring daily activities and work progress.
- Responsible for personnel management to include supervise, schedule, train and evaluate the performance of subordinates assigned to highway and shop maintenance.
- Responsible for planning and directing road construction and maintenance, snow and ice removal, and monitoring weed mowing in the County.
- Responsible for authorizing various purchases of equipment and supplies, approving all major equipment repairs, and monitoring work of outside contractors.
- Responsible for budget preparation, policy making decisions, department administration duties, and communication with the general public.

❖ **Essential Functions of Work:**

- When needed, interview and hire employees for the County Road Department.
- Train, schedule and monitor workloads, enforce safety regulations, and evaluate performance of employees assigned to highway, road, and shop maintenance.
- Plan and direct gravel road and highway construction, culvert replacement and maintenance activities, snow and ice removal, and other activities associated with highway maintenance.
- Monitor weed mowing along County and Township roads
- Locate and negotiate purchase of gravel deposits, and monitor contractors working with the County.
- Research and draft specifications for equipment and vehicles, generate equipment purchase expense for budgeting, and authorize various purchases of equipment and supplies.
- Analyze and authorize project codes and billings, approve expenditures, and sign purchase orders for payment.
- Ability to read and interpret plans, technical manuals and related sources.
- Ability to establish and maintain effective working relationships with County staff, County Commissioners, public officials and others such as contractors, engineers, State and Federal agencies and the general public.
- Communicate with the general public to resolve complaints and respond to various township requests and/or complaints.
- Generate and maintain records and various reports to track project and equipment maintenance costs.
- Maintain a sign inventory and be responsible for proper signing of county roads, including 911 street signs.
- Knowledge of the road system and political boundaries of the County.
- Ability to operate various road construction equipment.
- Attend Board of County Commissioners meeting on a monthly basis.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Road Department, as required or assigned.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 75 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer, traditional office equipment, and all county road equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Road Superintendent related duties.
- Physical environment consists of indoor/outdoor exposure to various extremes of climate and weather.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- High school diploma or equivalent.
- Three to five years' experience as Highway Maintenance Worker.
- Prefer but not required, two years supervisory experience.
- Knowledge of OSHA rules and regulations.
- Must have thorough knowledge of methods, material, and equipment necessary for proper road construction and maintenance, basic knowledge of bridge construction, and ability to operate road maintenance and construction equipment.
- A valid Class A CDL North Dakota driver's license with a clean driving record is required

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Road Department related positions. The employment is an employee "at will" under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.