

**IONIA COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**TITLE** Road and Bridge Superintendent

FLSA: Exempt - E

**GENERAL SUMMARY**

Under the general direction of the Managing Director, exercises supervision over road and bridge maintenance/construction crews. Determines and suggests needed repairs on the county road system and state trunkline system. Prepares estimates and follows road maintenance/construction projects from initiation through completion of the project.

**EXAMPLES OF DUTIES**

1. Meets with Managing Director, County Highway Engineer, Lead Workers, township supervisors, and local officials, as well as developers, contractors, property owners and others to give out and receive information and to assist in solving problems in ways most beneficial to the state and county road system and all concerned.
2. Plans work assignments and supervises crews to complete these assignments.
3. Reviews employee daily time entries. Verifies and approves time cards and material requisition slips.
4. Prepares cost estimates for state trunkline and county road maintenance/construction projects. Develops bid packages for materials and contractor work.
5. Contacts local officials, utility companies and the public to resolve problems on the state and county road system. Supervises the preparation of information to be called into the Miss Dig system for county road work.
6. Trains, counsels and disciplines contractual, hourly employees.
7. Inspects state and county road conditions to determine maintenance/construction needs.
8. Responsible for ice control, snow removal and grading/scraping of county and state roads. Coordinates the removal of trash, animals, etc. on the county road and state trunkline systems.
9. Supervises heavy maintenance crews when working on county and township projects.
10. May be required to perform a variety of tasks related to or associated with the county road and state trunkline systems as requested.
11. Through correspondence, telephone, or in person, answer questions concerning road commission activities and explains procedures and regulations.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

### **ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA)**

1. Ability to lift 100 pounds up to 3 feet high for up to 15 seconds in removing items from the county road and state trunkline systems.
2. Ability to use a vehicle daily to check progress of road work and employee performance.
3. Ability to communicate on the telephone and radio system. Ability to use a personal computer.
4. Ability to shovel items up to 50 pounds up to a maximum height of 3 feet for up to 30 seconds to remove items from the roadway.
5. Ability to traverse projects to determine acceptability of materials used and work progress.

### **DESIRABLE QUALIFICATIONS**

1. High school education, GED, or equivalent education preparation.
2. Five years minimum experience in road construction/maintenance operations.
3. Two years minimum experience in heavy equipment operation.
4. Ability to deal with the public courteously and effectively.
5. Ability to work satisfactorily and supervise other employees.
6. Ability to maintain adequate files and documentation as required.
7. Ability to work extended hours.

### **EMPLOYMENT STATUS**

It is the policy of the commission that all employees in the position in this job description are employed at the will of the commission and may resign or be dismissed with or without cause or notice at any time during employment.

**NOTE:** The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).