

## LEAVENWORTH COUNTY JOB POSTING VACANCY #26-2-3

**TITLE:** Superintendent of Road & Bridge Operations

**DEPARTMENT:** Public Works Department

**DIVISION:** Road & Bridge

**PAY LEVEL:** Level M \$50.85-\$61.99

**EXEMPT/NON-EXEMPT:** N

**SUPERVISOR:** Director Public Works **SUPERVISES:** Noxious Weed Operations Manager, Maintenance Crewman Leads Supervisors, Signage Technicians, Equipment Operators, Administrative Staff, Mechanics, Flaggers

**LOCATION:** Leavenworth County Shop, 23690 187<sup>th</sup> Street, Leavenworth, KS 66048

**County Employees Only:** May apply at the Human Resources Department, 1<sup>st</sup> Floor, Suite 104, in the County Courthouse.

**General Public:** May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or **EMAIL** applications to [hr@leavenworthcounty.gov](mailto:hr@leavenworthcounty.gov) or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at [www.leavenworthcounty.gov](http://www.leavenworthcounty.gov) under Departments / Human Resources / Apply Here

**\*\*\*POSITION CLOSES WHEN FILLED\*\*\***

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### **RESIDENCY POLICY**

Residency is defined as the place where one's primary residence is located. The boundaries for Leavenworth County employees incorporate adjacent counties to include: Wyandotte, Johnson, Douglas, Jefferson, and Atchison Counties in Kansas and Platte County, Missouri. Certain departments within the County may have more stringent requirements for residency such as the Sheriff's Department and Emergency Medical Services. Any exception to this residency requirement must be specifically approved by the BOCC. (Revised 04/21/05)

### **SCOPE**

Serves as Superintendent for Road and Bridge Maintenance with broad general objectives and limits established by the Director of Public Works to plan, organize, and administer the activities of a work force of 60 employees. Assists the director in the preparation and management of an annual budget of approximately 14 million. Responsible for the construction, repair and maintenance of projects for approximately 750+ miles of roadway, 150+ bridges, 350+ culverts and manages the maintenance and repairs of 100+ department vehicles and equipment. Directly responsible for methods of construction, product selection and evaluation of programs, applications, road conditions, etc., to provide solutions for all Public Works functions. Responsible for assuring that the interest of the county is served by implementing and administering the department's functions as directed by the Public Works Director.

### **PERCENTAGE OF TIME**

### **ACCOUNTABILITIES**

40% - Administers road/bridge/culvert/sign maintenance, bridge maintenance and inspection, driveway culverts and surface water management infrastructure replacement and repair of Public Works projects for the public safety within County right-of-way.

20% - Administrative and leadership support on engineering projects, annual budget, personnel planning, equipment planning, and organizational needs related to supplies and future department development.

15% - Manages and directs staff to meet goals and budget of division.

10% - Mentoring and developing staff potential.

10% - Maintenance support on engineering and development projects, and other county functions.

5% - Safety and training programming.

#### **MINIMUM SKILLS AND KNOWLEDGE (\*Required prior to employment)**

1. Knowledge of department policies and procedures including
2. Knowledge of and skill in organizing, directing, monitoring, and supervising activities to accomplish department functions. \*
3. Knowledge of principles, methodology, and techniques of road maintenance and \*
4. Knowledge of principles, methodology, and techniques of vehicle fleet \*
5. Knowledge of Federal construction \*
6. Knowledge of OSHA safety regulations and precautions to be exercised in manual labor
7. Knowledge of highway signage \*
8. Knowledge of current design standards for maintenance of public works \*
9. Skill in planning, organizing, directing, monitoring and supervising work of \*
10. Knowledge of purchasing and procurement procedures for construction materials and
11. Knowledge of heavy construction equipment, e. bulldozers, motor graders, backhoes, etc.\*
12. Skill in communicating clearly and \*
13. Skill in analyzing problem \*

#### **HUMAN RELATIONS**

Candidate works closely with department supervisors in determining procedures, coordinating activities, and providing assistance for normal day-to-day activities. Discusses

and makes arrangement for various phases of maintenance. Liaison to local, state, federal offices and other agencies in coordinating and/or resolving common interests. Negotiates recommendations for maintenance and repair services with citizens in regard to repair, construction, rights-of-entry, etc. Works with other county departments to provide technical assistance, maintenance, construction, signage, etc., for other county facilities. Directs emergency flood control and keeps the Director informed of occurring conditions and situations. Research situations, conditions, etc., evaluates alternatives, and advances tasks to be initiated with suppliers, governmental agencies, etc. Coordinates emergency situations with local law enforcement agencies. Works directly with Director/Deputy Director on staff planning, performance review, and staff development. Collaborates in depth with Director/Deputy director on the current and future needs of the division in areas to include staff, materials, process/protocols, innovation, personnel efficiency, cost management, etc.

**ILLUSTRATIVE TASKS** (This is not an inclusive list, other tasks/duties may be assigned.)

1. Based on knowledge of road conditions, bridge structures and information from the Director and staff, compiles lists of projects the Department will be expected to accomplish; makes judgment decisions as to feasibility of maintenance and construction necessities, schedules projects for road rehabilitation, culvert repair and replacement, bridge repairs, signage; forecasts manpower, evaluates materials and equipment applications as well as departmental needs; recommends staff levels, assigns costs to each need and presents information in program and budgetary form.
2. Delegates responsibility to supervisors and employees, assuring on-the-job instruction regarding construction and program schedules, ice and snow control periods, instructs staff for emergency flood responsibilities; reviews work performed and evaluates progress of staff as well as project progress and completion; handles grievances and disciplinary matters; develops training needs for staff; recommends merit increases to the Director; recruits new employees, interviews job applicants and makes selections; recommends promotions and other personnel changes to the Director.
3. Evaluates equipment in the Public Works Department and consults with supervisors on the various types of equipment, product specifications, project evaluations, solutions, and makes recommendations.
4. Plans and negotiates with city officials, other public officials, and other county officials, for maintenance repairs to be made to county roadways, and other county facilities.
5. Evaluates sign installation, maintenance and inspection of signs on county roadways; directs road and bridge closures due to unsafe conditions.
6. Exercised judgment and is responsible for maintenance of 750+ miles of roadway, 150+ bridges, 350+ culverts and manages the maintenance and repairs of 100+ department vehicles and equipment.
7. Establishes job descriptions and requirements, policies concerning work hours, vacation leave, clothing, etc.

8. Investigates complaints made by citizens concerning hazardous road conditions, speed limits, roadway signage; exercises judgment to provide solutions and delegates responsibilities for
9. Delegates responsibility for expenditures for a budget of approximately 14 million for materials, supplies, vehicle and equipment purchases.
10. Administers the Public Works Department safety programs and training
11. Responsible for methods of construction, product selection and evaluation of programs, applications, road conditions, to provide solutions for all Road & Bridge functions.
12. Responsible for assuring that the interest of the county is served by implementing and administering the department's functions as directed by the Public Works Director.
13. Plans, organizes, and administers the activities of a work force of 60+ employees, including Supervisors, Equipment Technicians, Maintenance Crewman Leads, Traffic Technicians, Heavy Equipment Operators, Equipment Operators and clerical staff within the department.
14. Provides input and support to a variety of governmental jurisdictions within and adjacent to the

### **ENVIRONMENTAL DEMANDS**

Approximately 50% of work is performed in an office and 50% of work is performed outside. Outside environmental hazards include exposure to heavy construction equipment capable of causing death or dismemberment, inspection of varying terrain in various weather conditions, exposure to noise, dirt, inspects, snakes, poison ivy and inclement weather.

### **MINIMUM QUALIFICATIONS**

Must have ten years administrative/professional work experience in road construction/maintenance techniques, i.e., road building, maintenance/repairs, and the operation and utilization of various types of light and heavy construction equipment. Must have five years' experience in supervising personnel, scheduling and prioritizing maintenance and construction projects. Must possess a valid Kansas driver's license. Must meet requirements outlined in Knowledge and Skills section marked with an \*.

### **ADA/PHYSICAL DEMANDS**

1. Vision- Must be adequate for driving passenger cars, inspecting roads, and reading/writing reports.

2. Hearing -Must be adequate for normal conversation and for telephone communication.
  
  
3. Speech -Must be able to speak English clearly to give directions and assignments to subordinates and to communicate with the public.
  
  
4. Standing -20% of the time – some standing on road maintenance and construction projects.
  
  
5. Walking -20% of the time – walking on construction projects, i.e. asphalt overlay and chip seal.
  
  
6. Sitting -60% of the time – while driving vehicle to projects, inspecting roads, and attending meetings.
  
  
7. Lifting/Carrying - 50 pounds – sometimes assists in lifting materials or small
  
  
8. Pushing/Pulling - 50 pounds – sometimes pushing asphalt or other materials on
  
  
9. Climbing/Balancing - Some climbing to inspect culverts and bridges during
  
  
10. Stooping/Kneeling - Some stooping/kneeling for bridge and culvert
  
  
11. Reaching/Handling - Required on most tasks.

I have read the job description and understand the content.

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Signature

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Date