

Jefferson County Position Description

Name: _____ **Department:** Highway
Position Title: Highway Assistant Superintendent **Pay Grade:** 9 **FLSA:** Non-exempt
Date: September 2024 **Reports To:** Highway Superintendent

Purpose of Position

The purpose of this position is to lead road and bridge maintenance crews in the construction, repair, and maintenance for the Jefferson County Highway Department. This role serves as a link between field crew operations and higher management, ensuring projects are executed efficiently and in compliance with County standards.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides on-site leadership to crews performing road construction and maintenance activities.
- Assists and oversees the day-to-day crew work, focusing on task completion and ensuring standards are maintained.
- Provides occasional supervision, including monitoring adherence to safety protocols and project goals. Trains crew members on work zone safety, equipment use, and traffic control measures.
- Works with Superintendents to address project requirements and assist in resolving on-site challenges. Reports performance issues and project delays to the Superintendent.
- Consults regularly with Foremen to align on work crew performance and make necessary adjustments to project methods.
- Delegates tasks to crew members, providing direction and oversight.
- Tracks progress, offering guidance to ensure quality and timely completion of work.
- Performs duties alongside crew members, including operating heavy equipment, conducting road repairs, striping, and winter maintenance. Assists in setting grades for projects and the inspections of work to ensure conformance with given engineering specifications and standards.
- Orders and coordinates the delivery of necessary supplies and equipment to project sites. Ensures machinery and tools are available and functioning for project requirements.
- Tracks and records labor, machinery use, and material consumption for all assigned projects. Prepares timecard information and maintains accurate records for crew activities.
- Assists in maintaining and repairing equipment, including completing requisitions for repair and replacement parts.
- Assists in managing winter storm response and other emergency operations, providing leadership during critical periods. Participates in the on-call rotation for after-hours emergencies.
- Adheres to and promotes safety as a priority in the workplace. Ensures compliance with County policies, safety standards, and relevant regulations.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

- A high school diploma or equivalent required. Three years related experience and/or training in road construction/maintenance operations, or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Four to five years of progressively responsible experience in road construction and crew leadership. Experience supervising projects and personnel is highly desirable, or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensure

- Commercial driver's license with Tanker Endorsement

Knowledge, Skills, Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to write routine reports and correspondence.
- Knowledge of hazards and safety rules and precautions in heavy equipment operation.
- Knowledge of safe, efficient operation of assigned equipment and observance of traffic laws and regulations.
- Knowledge of street layouts and routes.
- Knowledge of traffic laws, ordinances and rules involved in equipment operation.
- Knowledge of road construction and maintenance operations, including the operation of heavy equipment and machinery.
- Strong leadership skills with the ability to direct and motivate crews effectively.
- Ability to follow safety protocols and train others in workplace safety and traffic control.
- Proficiency in tracking project progress and maintaining records.
- Ability to perform hands-on work in the field alongside crew members.
- Strong problem-solving skills and the ability to adapt to on-site challenges.

Supervision

Involves leadership role such as directing others to complete assignments; others may include work-study students, temporary support, part-time staff, or other individuals temporarily assigned in one's area of responsibility.

Hours of Work

Typically works weekdays with an on-call rotation for nights, weekends, and holidays for after-hours roadway emergencies and winter weather and may be called out at any time during a 24-hour day, 365 days a year.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

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

While performing the duties of this position, the employee is regularly exposed to outdoor conditions, heavy equipment, and hazardous environments such as high traffic areas and extreme weather, as well as moving mechanical parts, fumes, or airborne particles. The employee may also be exposed to high, precarious places, and vibration. The noise level in the work environment is usually loud. Uses personal protective equipment.

Employee Signature

Date

Supervisor Signature

Date
