

## **Green County Job Description**

**Job Title:** GENERAL SUPERINTENDENT  
**Department:** HIGHWAY  
**Reports to:** HIGHWAY COMMISSIONER OR DESIGNEE  
**Grade:** 19  
**Status:** Full-time  
**FLSA Status:** Non-Union/Salary Exempt  
**Prepared by:** Green County Clerk's Office/Highway Commissioner  
**Prepared Date:** October, 1997  
**Approved by:** Personnel and Labor Relations Committee  
**Approved Date:**

### **SUMMARY**

The purpose of this position is to direct and supervise routine and special maintenance and repair of county and State roads within Green County. This is a supervisory classification with considerable responsibility for the efficient maintenance of Green County roads. Duties are carried out under the directed supervision of the Highway Commissioner, but the General Superintendent has considerable discretion in the planning and direction of specific tasks over which he/she exercises general or immediate supervision. He or she performs tasks involving the application of technical engineering skills in surveying, laying out roadways, determining right-of-ways and safety requirements.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Plans and coordinates road maintenance activities such as road construction, resurfacing drainage, grading, bridge repair, landscaping, center and edgeline marking and signs.
- Assigns daily highway maintenance tasks and needed equipment to construction crew personnel.
- Supervises work through reports and on-site inspection.
- Instructs workers.
- Patrols highways to assess need for repair, signing, maintenance, and snow and ice removal.
- Remains on call for emergency and weather related situations.
- Estimates projects for townships and municipalities within Green County.
- Establishes reference line, takes elevations and determines amount of earth to be moved for roadway construction or improvement.
- Conducts research, design, computation and drafting or plans for roadway constructions or improvements and materials needed.
- Ability to establish grades and elevations.
- Exposure to hazardous winter driving conditions and highway traffic.
- Knowledge of civil and highway engineering practices.
- Knowledge of road maintenance and repair procedures and equipment.
- Knowledge of effective supervisory principles and practices.
- Knowledge of the hazards and safety procedures of the work and methods for promoting safety among employees.
- Computer experience with word processing and spreadsheets.
- Some overtime, weekend, and holiday work required.
- Any other such duties and responsibilities as may be assigned from time to time.

## **SUPERVISORY RESPONSIBILITIES**

Manages four subordinate supervisors. Two who supervise 18 employees as Crew Foreman, one who supervises 4 employees as Shop Foreman, and one who supervises 4 employees as Parts Room Clerk. Is partially responsible for the overall direction, coordination, and evaluation of those units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## **EDUCATION and/or EXPERIENCE**

High school diploma, with vocational /technical training preferred, and a minimum of ten years highway maintenance and repair experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, general business periodicals, professional journals, technical procedures, or governmental regulations and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to common inquiries or complaints from groups of managers, clients, customers, regulatory agencies, the general public, or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic geometry.

## **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license. State of Wisconsin Certified Bridge Inspector. State of Wisconsin Certified Materials Technical.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and serves any or all rights change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Green 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.