**FALL RIVER COUNTY**

**COUNTY HIGHWAY SUPERINTENDENT**

**DESCRIPTION OF WORK:**

***General Statement of Duties:*** Responsible and accountable for the overall planning, direction, coordination, and control of the County Highway Administration, including the effective, safe, and efficient construction, maintenance, and engineering of all County Roads, Bridges and related services, in a manner designed to achieve the best possible quality of workmanship and materials at the most reasonable possible cost, in meeting the needs of County residents and taxpayers for a network of safe, reliable County Roads and Buildings. Establish and maintain communications and positive relationships with SD DOT through attending State sponsored trainings and meetings.

***Supervision Received:*** Works with broad latitude under the direction and discretion of Fall River County Commissioners.

***Supervision Exercised:*** Supervises all personnel and activities within the Highway Department.

***Examples of Duties:*** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions for the class.)

1. Plans, directs, coordinates, and controls, directly or indirectly, all engineering, maintenance and construction work performed on the County Highway system, under the administrative direction of the County Commissioners.
2. Coordinates County road construction activities with other public or private agencies to effect maximum possible cooperation.
3. Directs and conducts accurate, complete field surveys to gather information for the planning and preparation of new work.
4. Responsible and accountable for the efficient and complete inspection of all construction work performed, to assure conformity to standards and specifications; and responsible, upon completion of work, for the acceptance and preparation of final reports.
5. Provides for professional engineering designing, testing, and approval functions on all County Road Projects.
6. Prepares all documents and specifications relative to all construction lettings and Engineering Department equipment needs, and carries out, or directs, the purchasing of all authorized equipment, materials, and supplies for the Road and Bridge Department.
7. Coordinates the establishment and vacation of County Roads.
8. Responsible for preparing and presenting the Five-Year Fall River County Highway and Bridge Improvement Plan for the development of both short and long-range maintenance and construction projects, under the administrative direction of the County Commission; and submit it to the State to retain eligibility for grants; and will keep the Board informed on all matters relating to present, proposed, and needed work on County Roads and Bridges.
9. Responsible for preparing and submitting a Highway Department Budget request annually and preparing accurate and complete reports relating to budgets, construction programs, road and bridge plans, and any other required areas.
10. Responsible, and accountable for the effective supervision, training, motivation, development, discipline, mentorship and overall direction of a well-trained, efficient, and capable workforce to carry out assigned responsibilities. May delegate responsibility, but not accountability, for work performed on County Roads and Bridges.
11. Keeps current on developments within the scope of responsibility.
12. Preserves all governmentally established monuments and section corners.
13. Strives to create, develop, and maintain effective and positive public relations within the community, County, and the State; and serves as a direct representative of the County Board of Supervisors on matters relating to the assigned scope of responsibility.
14. Assists by signing off on plats that are adjacent to County Roads.
15. Responsible for performing preliminary inspections for Utility Permits applications submitted by Utility Companies and making recommendations to the Commissioners.
16. Works closely with the Office of Local Government Assistance within the South Dakota Department of Transportation and also with SDLTAP Program.
17. Will become a member of the SDACHS (South Dakota Association of County Highway Superintendents) and attend training conferences and short courses.
18. Responsible for submitting grant applications whenever Fall River County may gain financial aid for road improvements.
19. Report, give updates, answer questions and report on general schedule of road condition progress at County Commission meetings.

**QUALIFICATIONS FOR APPOINTMENT:**

***Required Knowledge, Skills, and Abilities:*** Knowledge of highway design, construction, and maintenance; knowledge of State Code requirements as related to responsibilities; ability to train, motivate, and direct others; knowledge of safety standards and regulations; knowledge of management and budgetary principles; knowledge of land surveying; ability to communicate effectively; and must qualify to be bonded. Must have or be willing to obtain a South Dakota Highway Superintendent Certification Certificate. Must be familiar with the South Dakota Department of Transportation Local Roads Plan. Must possess a thorough knowledge of contracting and bidding processes. Must possess a good knowledge of Fall River County geography.

***Education:*** A bachelor's degree in Business Administration, Public Administration, or a directly related field desirable.

***Experience:*** Must have ten years of increasing supervisory and administrative experience in highway construction and managing of a construction organization or government operation.

***Miscellaneous:*** Must possess or be willing to obtain a valid Class “A” South Dakota driver’s license.