

MADISON TOWNSHIP RICHLAND COUNTY ROAD SUPERINTENDENT JOB DESCRIPTION

BOARD OF THE MADISON TOWNSHIP TRUSTEES
817 EXPRESSVIEW DRIVE
MANSFIELD, OHIO 44905

JOB DESCRIPTION

POSITION TITLE: **ROAD SUPERINTENDENT**

I. JOB OBJECTIVES:

Assists Board of Trustees with planning, directing and coordinating construction, maintenance and repair activities within the Madison Township Road Department including the purchasing of materials and monitoring the performance of construction/repair contracts. Oversees and directs the Road Department workforce and the department's fleet of vehicles/machines and the department's physical building. Investigates public complaints and resolves various problems associated with roads, culverts and drainage. Reports to the Madison Township Board of Trustees.

II. ESSENTIAL JOB FUNCTIONS:

Plans and coordinates construction, maintenance and repair projects within Madison Township Road system; this includes resurfacing, sealing, snow and ice control, ditching, berming, mowing, patching, roadway signage, guardrail replacement, culvert and bridge maintenance, repair and replacement;

Confers with and reports to the Madison Township Board of Trustees, when necessary, regarding the status of construction, maintenance and repair projects on the Township Road system;

Determines/approves material specifications, availability and vendors; coordinates, reviews, approves and monitors construction material purchase orders;

Makes decisions on work priorities. Delegates assignments and visits job sites to inspect work in progress to ensure compliance with plans, specifications or instructions;

Recommends personnel actions to the Madison Township Board of Trustees (hiring, transfer, promotion, discipline, etc.); receives and takes appropriate action with complaints and grievances; ensures that bargaining unit personnel operate in accordance with the current union contract;

Directs all road workers in the daily operation of the Madison Township Road Department. Ensures work performed is in accordance with local standards, both in quality and safety. This includes the transport of materials and equipment.

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Oversees the inventory control process by monitoring material requirements, deliveries, quality, re-order points and quantities. Administers the delivery verification and distribution of material relevant to quantity, quality, timeliness and other related aspects;

Directs project implementation ensuring compliance with agreements and contracts, authorizing release of funds for materials, supervising contractors, inspecting work in progress and work completed, issuing change orders, conferring with Board of Trustees regarding approval of completed projects and other related activities;

Inspects township road system to identify and/or correct existing or potential safety and maintenance problems;

Conducts program development for special projects and seeks any potential grant applications or special funding (federal, state, county) determining field administration, supervising construction program, evaluating complaints and petitions and other related activities;

Works with Fiscal Officer on annual road budget for road repair/maintenance program, and throughout the year bringing any necessary changes to fiscal officer attention.

Prepares and maintains records, reports and other related documentation;

III. SKILLS AND KNOWLEDGE;

Equipment:

Broad knowledge of all the various types of vehicles and specialized road maintenance equipment used in construction and maintenance of township road system.

Basic knowledge of various office equipment (i.e. computer, calculators, fax machines, copiers, mobile devices).

Critical Skills/Expertise:

Knowledge of road, bridge, and culvert maintenance methods, techniques and procedures;

Knowledge of supervisory theory and procedures;

Knowledge of safety practices and procedures;

Knowledge of equipment, materials and supplies used in road, bridge, and culvert construction and maintenance operations;

Ability to develop and maintain good working relationships with associates, elected officials and general public;

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Ability to communicate effectively and to plan, schedule and prioritize work effectively;

Ability to direct work of others and to evaluate work against established standards so as to ensure a high degree of efficiency and effectiveness from the workforce;

Knowledge and ability to identify existing or potential road maintenance problems or hazards;

Ability to prepare and maintain accurate documentation and to evaluate cost/benefit factors;

Thorough knowledge of departmental policies, procedures, goals and work methods;

Thorough knowledge of materials management practices and procedures to include pricing supplies and EPA guidelines relevant to hazardous materials, their use and disposal.

IV. JOB STANDARDS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An **example** of an acceptable qualification for this position is: six years of road maintenance and/or construction experience including three years of supervisory experience, or equivalent. Possession of or ability to obtain valid Class "A" Commercial Driver's License.

V. DIFFICULTY OF WORK:

Incumbent must have a thorough knowledge of road, bridge, and culvert construction and maintenance techniques and procedures as well as thorough knowledge and experience concerning the variety of heavy equipment, and specialized vehicles and tools employed in the various tasks performed by department workers. Leadership and managerial skills are essential in order to motivate and supervise the workforce to perform effectively and efficiently. Incumbent often is called upon to cope with unforeseen emergency situations such as failed bridges, flooded roads and damage to road system components caused by vehicle accidents.

VI. RESPONSIBILITY:

This position is one of great responsibility as incumbent's performance is key factor in the successful maintenance of the township road system. Planning and scheduling skills are at a premium and incumbent carries out these functions with considerable latitude receiving only broad guidance from the Board of Trustees. Human relations skills are a must in order to keep the workforce motivated and productive.

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VII. PERSONAL WORK RELATIONSHIPS:

Incumbent interacts with supervisors, subordinates, organizational staff representatives of other public agencies, government officials, and the general public. Work is guided by the policies and procedures of the Board of Trustees, State statutes, Environmental Protection Agency guidelines, Ohio Department of Transportation and the Corp of Engineers. Incumbent supervises, directs and coordinates the Madison Township Road Department road crew and seasonal employees.

VIII. PHYSICAL EFFORT AND WORK ENVIRONMENT;

Job location: Work is performed at the road department building and out of doors. When completing assigned duties within the office environment, incumbent is required to have mobility of fingers to operate calculator and/or computer keyboard, normal vision to read and work with printed data and normal hearing acuity to use telephone and/or interact with co-workers and the general public. Incumbent may be exposed periodically to extremes in outdoor temperatures and weather conditions when supervising contractors and/or employees or reviewing sites of projects.

The specific statements shown in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee: _____	Date: <u>9-3-2024</u>
Trustee: <u>[Signature]</u>	Date: <u>9-3-2024</u>
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