# COUNTY OF LINCOLN
## Job Description Form

**Division/Department:** Road

**Job Title:** Road Superintendent **Reports to:** County Manager

| **Level/Grade:** | **Type of position:** | **Hours** 40 **/Week** |
|---|---|---|
| Salary $50,000 -$60,00<br>(Depending on Qualifications) | ✓ Full-time<br>☐ Part-time<br>☐ Temporary/Seasonal<br>☐ Emergency Hire<br>☐ Grant/Contract | ☐ Classified<br>✓ **Unclassified/At-Will** |

**General Description:**
The employee serves as a working leader and plans, directs and coordinates the team operation, maintenance and construction activities of roads; reviews and analyzes reports, records, directives and works as a team member with supervisors and department employees to obtain data required for strategic planning; and consults with supervisor or consulting Engineer as necessary to ensure adherence to State of New Mexico Specification on construction projects. The employee assigns and delegates responsibilities for specified or functional activities and disseminates policy for employees. Give work directions, resolves problems, prepares schedules, and sets deadlines to endure timely completion of work. Coordinates activities of the department with related activities of other departments to ensure effectiveness and efficiency. Monitors, analyzes costs and prepares department budget. Prepare reports and records on department activities for management. Evaluates current procedures and practices for accomplishing department team objectives to develop and implement improved procedures and practices. Directs training and employee orientation of workers. Reviews and approves or endorses leave schedules, recommendations for selection promotion, reassignment or termination of employees. The employee monitors maintenance and construction activities on a regular basis to determine quality of workmanship, proper usage of personnel and equipment, and to check subordinate supervisory work and production performance. The employee acts as a guide for the Road Review Committee and offers recommendations to them about the road reviews submitted to the Board of County Commissioners and attends commission meetings when needed to provide information about roads, etc. The employee keeps the Commission and County Manager informed about the activities of the Road Department. The employee must perform all duties with minimal supervision and perform other duties as assigned.

**Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

- High school diploma or GED certification, plus five years of experience in project management, budget preparation, report writing, public speaking, department planning, heavy duty equipment operation experience, and experience in road maintenance and construction.
- Valid New Mexico State Driver's License, Class A with endorsements N or X.. Must have a good driving record to be insurable for liability purposes.
- Ability to administer budgets, formulate maintenance schedules, develop long-range plans for County roads, job costs and estimates.
- Experience in budgeting, engineering, planning, management, purchasing, personnel management and road construction.
- Knowledge of and the ability to follow Lincoln County rules and regulations pertaining to employee obligations, safety factors, and specific work site controls.
- Must interact with the public and staff in a pleasant manner.

**Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:**

- Both indoors and outdoors. Most cabs are enclosed, and may or may not have heating and air conditioning units.
- Normally works 6:30 a.m. - 5:00 p.m. - Monday-Thursday.
- Various heavy road construction equipment, telephone, calculator, photocopy machine, two-way radio, various forms and writing utensils; eye goggles, gloves, reflecting vests, and hard hat are used for safety precautions.
- Work hazards, or potential work hazards include gas/electrical lines, and exposure of skin to gasses and fumes.
- May be required to work irregular hours, attend job related meetings, and out of town training and

seminars.

**Work Environment:**

Primary Work Site: Inside (5%) Outside (95 %)
Temperature Factors: Depends on Weather Conditions
Noise Factors: (x) Sufficient noise levels which interrupts conversation (x) Intermittent - occasional
Vibrations: (x) Body strain from repeated motion or shock (x) Intermittent - minimal
Air Quality Factors:(x) Fumes (x) Dust (x) Odors
Working Surface:(x) Even (x) Flat/Hard (x) Stairs (x) Ladders (x) Dry (x ) Wet (x) Natural Ground
Relationships with Co-workers:(x) Works alone with or without directions (x) Works with a group

**Physical Requirements:**

Mobility Factors/Primary Work Position:
Walk & Stand (25%) Climb (10%) Crawl (5%) Sit (50%) Crouch (5%) Kneel (5%)

**Specific Movements: Rate Occasionally – X Frequently - XX Constantly - XXX**

Trunk: (x) Bend (x) Twist/Rotate (x) Push/Pull, # of lbs. 60 (x) Carry, # of lbs. 80#
Arms: (x) Reach (x) With arms extended (x) With arms bent(x) Carry, # of lbs. 60#, distance 30'
(x) Twist/Rotate (x) Push/Pull, # of lbs. 60#
(x) Lift from floor to waist, # of lbs. 60# (x) Lift from waist to overhead, # of lbs. 60#
(x) Lift horizontally, # of lbs. 60# (x) Drag 60 # for 15'
Legs: (x) Lift, # of lbs. 60# (x) Balance (x) Twist/Rotate (x) Foot Control (x) Push/Pull, # of lbs. 6
(x) Running
Hands: (x) Gross Dexterity (x) Finger Dexterity (x) Speed required (x) Bilateral Coordination
(x) Grasp/Manipulate
Eyes: (xx) Eye/Hand coordination

**Comments on Physical Requirements:**

- Must be able to coordinate use of hands, eyes, and fingers in using hand tools and machines, and in the operation of equipment.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

**Approved by:** Nita Taylor

**Date Posted:** November 24, 2015 **Date Hired:** _____

**Employee Declaration:**
I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

**Name:** _____ **Date:** _____

*Date Revised: 07/01/11*