



## Lake County Highway Maintenance Superintendent

BAND	GRADE	SUBGRADE	FLSA STATUS
C	5	1	Exempt

### NATURE OF WORK

The fourth level of the Maintenance Series, serving as chief assistant to the County Highway Engineer, is responsible for the management of countywide road, bridge, and drainage maintenance functions. Responsibilities may include inspecting roads and recommending maintenance requirements; planning and coordinating maintenance and repair shop operations within the department; monitoring and training staff; managing equipment, materials, and supply resources; responding to requests and inquiries from citizens and colleagues regarding maintenance issues; and assisting with the implementation of policies, procedures, and regulations affecting maintenance operations.

The Highway Maintenance Superintendent level is distinguished from the Lead Maintenance Worker level, in that the former performs supervisory work requiring extensive knowledge of multiple work areas.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Supervises staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; providing guidance; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 10%	C4
2.	Manages the day-to-day operations in assigned area of responsibility, which may include planning and coordinating projects and processes; inspecting infrastructures; recommending and prioritizing seasonal maintenance activities; developing work plans and policies; and monitoring compliance with established standards.	Daily 30%	C4
3.	Responds to requests, inquiries, complaints, and compliments on road maintenance matters, investigates problems and initiates corrective action or refers to superiors for resolution.	Daily 20%	C4
4.	Monitors and tracks available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Daily 20%	B2
5.	Monitors a budget which may include preparing cost estimates for budget recommendations, submitting justifications for budget items, maintaining inventory; and monitoring expenditures.	Daily 20%	C4
6.	Performs other duties of a similar nature or level.	As Required	N/B

### FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.



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### LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature and incumbents have latitude to determine the methods used to resolve assigned cases.

### DIRECTION RECEIVED

Incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.

### DIRECTION PROVIDED

Incumbents may supervise and assign/delegate work assignments to support staff; may troubleshoot problems and issues commensurate with relevant experience.

### TRAINING AND EXPERIENCE REQUIREMENTS

Associate's Degree; 5 years progressively responsible experience on a work crew; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:  
Valid Class B Commercial Driver's license

### KNOWLEDGE REQUIREMENTS

- Supervisory principles;
- Applicable equipment and tools;
- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Recordkeeping principles;
- Inventory principles;
- Budgeting principles;
- Hazards and safety precautions relating to motorized equipment, road construction and maintenance activities;
- Computers and related software applications.



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**SKILL REQUIREMENTS**

- Delegating and prioritizing work;
- Monitoring and evaluating employees;
- Interpreting and applying applicable laws, rules, and regulations;
- Operating applicable tools, equipment, and machinery;
- Reading manuals, specifications, drawings, and blueprints;
- Developing budgets;
- Monitoring and replenishing inventory;
- Managing programs or projects;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
July, 2017	Draft prepared by GBS (GM)
January, 2024	Revised DBM

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.