

HARLAN COUNTY ROAD DEPARTMENT

PO Box 227 Alma, NE 68920

308-928-9800

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

Date \_\_\_\_\_ S.S.Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I. Maiden

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Referred By \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_ Phone Number \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_

Date you can start \_\_\_\_\_ Salary or Wage Desired \_\_\_\_\_

Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, present employer \_\_\_\_\_

Ever applied to Harlan County before? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, When? \_\_\_\_\_ Where? \_\_\_\_\_

**EDUCATION**

Name & Location Did you graduate? Degree Received

Grammar School \_\_\_\_\_

High School \_\_\_\_\_

College \_\_\_\_\_

Trade, Business, or Correspondence School \_\_\_\_\_

**GENERAL**

Job Related Skills (typing, Driver's License, etc.) \_\_\_\_\_

Activities \_\_\_\_\_

**FORMER EMPLOYERS**

Date Month & Year	Name and Address of Employer Most Current 1 <sup>st</sup>	Phone Number	Wage or Salary	Position	Reason For Leaving
From _____ To _____	_____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____	_____

**REFERENCES** (List three persons not related)

Name	Address	Contact Number	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**AUTHORIZATION**

I authorize investigation on all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated at any time without cause and without any previous notice.

Date \_\_\_\_\_ Signature \_\_\_\_\_

In Case of Emergency – Notify \_\_\_\_\_  
Name

Address \_\_\_\_\_ Phone \_\_\_\_\_

**OFFICE USE ONLY**

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

**POSITION TITLE: ROAD SUPERINTENDENT**  
**DEPARTMENT: ROAD DEPARTMENT**  
**REPORTS TO: COUNTY BOARD**  
**SUPERVISES: ROAD DEPARTMENT EMPLOYEES**

**PURPOSE OF POSITION:**

The Road Superintendent is responsible for the planning, designing, and implementation of a sound and progressive road and bridge program for the County. The Superintendent serves as the general manager of the County Road Department and is responsible for the overall operation and functioning of the Road Department, including personnel, equipment, and supplies. The Road Superintendent is on call 24 hours a day, 7 days a week and must be available to work nights, weekends, and holidays during special projects or emergency situations. This position has the responsibility to ensure that all functions are performed efficiently to prevent the deterioration of County roads, bridges, and highway structures. The Superintendent is responsible to the citizens of the County to operate an efficient and effective department within budget. The Superintendent is responsible for the preparation and presentation of the County's One and Six Year Road Plan, annual reports, and fiscal year's road and bridge budget by appropriate deadlines. The position requires the exercise of significant leadership, independent judgment, and initiative in planning, administration, and execution of the department's services to meet community needs.

**Essential Functions**

1. Plans, directs, and budgets all activities of the Road Department. Prepares departmental budget. Manages all road construction projects and construction contracts.
2. Prepares and presents to the Board of Supervisors the County's One and Six Year Road Plans.
3. Develops work schedule and assignments for all department employees, establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards.
4. Oversees maintenance and construction of gravel roads; gravel inspections, staking, cost analysis / inventory, and utilizes the minimum maintenance road classification.
5. Assigns and prioritizes daily work to include gravel hauls and future gravel needs, plans for future road construction jobs, blacktopping, patching roads, and assignment of winter snow shoveling and road clearing work, and maintains documentation for the same.
6. Maintains countywide culvert inventory, inspection program, replacement priorities, and takes bids for both purchase and installation. Formulates, advertises, and makes recommendations for culvert bids.
7. Maintains inventory of County's bridges, including those less than 20 feet. Maintains replacement priority list of structurally deficient bridges and program structures to utilize all state and federal aid funding available. Utilizes state soft match program for structures that are off system. Responsible for overseeing that the county's bridges are inspected every 2 years according to State and Federal regulations.
8. Develops and maintains a countywide inventory of all signs in the county. Maintains daily inventory of signs on the roads documented by maintainer operators. Maintains written documentation of sign repair and installation. Enforces use of the most recent edition of the Manual on Uniform Traffic Control Devices for signing of county roads and bridges.

9. Develops and implements snow removal program. Calls out employees during and after snowstorms. Works with entities to insure efficiency in removal programs.
10. Develops and presents quarterly safety meeting and training sessions for road department employees. Inspects and documents accidents, both employee and public (pertaining to roads). Conducts inspection of road department facilities to ensure safe work conditions. Trains employees in all matters of safety.
11. Maintains county equipment inventory. Maintains cost comparison / analysis on equipment. Develops equipment replacement programs, and performs preventative maintenance on road department equipment.
12. Develops and implements job descriptions for all road department employees, conducts performance evaluations, supervises drug and alcohol testing for employees and supervises all road department employees. Documents and approves or disapproves employee's requests for time off, sick leave, vacation leave, etc. Documents disciplinary actions for violated rules and regulations in the department. Hires and fires department employees.
13. Works independently to formulate sound decisions regarding policies, procedures, operations, and department plans
14. Assumes responsibility for department results.
15. Works closely with contractors to assure the proper fulfillment of contracts.
16. Seeks state and federal grants.
17. Administers and approves all expenditures, including payroll, accounts payables, and contracts for outside services.
18. Schedules moving of equipment for projects and preparing roads for work crews, checking with the shop on down equipment, and revises schedule accordingly. Ensures that all road department activities are scheduled appropriately, that the proper equipment is delivered to the correct work location, and that progress is being made according to schedule.
19. Assists with scheduling state and federal aid jobs.
20. Participates in meetings with and works with the County Board.
21. Communicates with the public concerning road department affairs to include the resolution of complaints, negotiations with vendors concerning the purchase of supplies, and makes recommendations to the County concerning the purchase of road department equipment.
22. Ensures that all road department operations are adequately staffed and that individuals hired meet road department specifications and receive proper training.
23. Ensures that all supplies, parts, and equipment purchased for the road department are of proper quality and obtained at minimum cost.
24. Performs all liaison activities in a professional manner to ensure maximum cooperation between and among the County, its employees, and other agencies.
25. Recommends the appropriate types of materials required and correct procedures to achieve desired results in all County road and bridge projects.

### **Marginal Functions**

1. Attends seminars on a variety of department related subjects.
2. Perform other duties as directed or as the situation dictates.
3. Regularly operated light and heavy duty trucks and automobiles, heavy equipment, pneumatic/power/hand tools, computers and other standard office machines.

## **Essential Knowledge, Experience, and Abilities**

1. Thorough knowledge of and ability to apply all facets of road department work and equipment operation, including methods, materials, tools and equipment used in the maintenance, repair and construction of highways, and bridges including safety precautions.
2. Ability to work both independently and as part of a team.
3. Ability to establish and maintain effective working relationships with clients, fellow employees, supervisors, other agencies, and the general public.
4. Ability to communicate effectively, both orally and in writing.
5. 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, sufficient to calculate quantities for armor coat, asphalt and earth construction projects and / or for budget purposes.
6. Knowledge of routine vehicle and equipment maintenance procedures.
7. Knowledge of general and specialized road and bridge maintenance and construction methods.
8. Knowledge of surveying sufficient to read, set grade and calculate quantities for culvert and road construction.
9. Knowledge of computers to conduct bridge inspections, drainage structure programs, budgets, etc.
10. Knowledge of culvert sizing and design.
11. Knowledge of grants and federal aid programming and acquisition of funds.
12. Ability to read construction plans for maintenance and construction projects and to design projects to meet minimum standards.
13. Ability to work with the public, and to receive and respond to public complaints.
14. Ability to conduct meetings, both employee and public.
15. Ability to develop and annually update long-range plans based on needs and coordinate with adjacent local government units.
16. Ability to develop annual programs for design, construction, and maintenance.
17. Ability to develop budgets based on program projects and activities.
18. Ability to implement the capital improvements and maintenance activities provided in the approved plans, programs, and budgets.
19. Ability to direct, coordinate, supervise, perform, and instruct and train others in all facets and levels of road construction and maintenance work to achieve top quality workmanship along with employee job satisfaction and high morale.
20. Ability to read and interpret associated state and federal regulations, guidelines, and all operations manuals.
21. Knowledge of the laws, rules, and regulations relating to road projects including design selection, contract bidding, awards, and management.
22. Knowledge of snow and ice control techniques and practices.
23. Knowledge of erection and maintenance of traffic control devices and barriers.

## **Essential Education, Certifications, and/or Licenses**

1. Must possess or be able to acquire a Class "B" Nebraska County Highway Superintendent's License within eighteen months of being hired, a short extension could be granted with a vote of the County Board upon the showing of good cause. Preference will be given for a Class "A" Nebraska County Highway Superintendent's License.
2. Must possess a valid state of Nebraska motor vehicle operator's license, including a CDL.
3. Must have a high school diploma or GED, broad knowledge of equipment, engineering,

business, and also experience with using heavy equipment, road maintenance, construction of county roads and bridges, and proven leadership and supervisory skills.

4. Experience in the operation of computers to complete culvert sizing and other road department computer programs.

**Essential Physical Demands and Typical Working Conditions**

1. Work is generally performed outdoors and requires a considerable amount of standing, walking, stooping, kneeling, crouching, use of hands to handle or feel objects and controls, reach with hands and arms, climb and balance, and speak and hear a variety of sounds.
2. Work is subject to variable weather conditions and the hazards associated with construction sites and public works projects.
3. Work duties require sporadically lifting and carrying up to 100 pounds for up to 50 feet.
4. Work may be stressful when dealing with emergencies.
5. Specific vision abilities required include distance vision, close vision, peripheral vision, and color vision.
6. Administrative work is performed indoors, under typical office conditions.
7. Occasionally required to work outside of normal business hours, including weekends and holidays.
8. May be contacted at any time to respond to important situations and emergencies.
9. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder and enter and exit from vehicles.
10. Must be able to sit for approximately six hours per day, such as driving time to and getting in and out of vehicles to inspect work-site locations.

The specific statements shown in each section of this description are not intended to be all inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. They represent typical elements and criteria considered necessary to perform the job successfully. The job description does not constitute an employment agreement and is subject to change by the County as needed and as requirements of the job changes.

The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

  
\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Effective Date of Job Description for Road Superintendent: April 1, 2013

## SALARY FOR ROAD SUPERINTENDENT

The starting salary for the Road Superintendent will be \$2,800.00 per month.

If the County receives any additional funds for the then acting Road Superintendent due to the Superintendent holding either a Class "A" or a Class "B" Nebraska County Highway Superintendent's License, that money will be split 50/50 between the then acting Superintendent whose license resulted in the money being given to the County and the County. For example, if the Superintendent has a Class B license and the County receives \$4500 per year as a result of that license, the Superintendent's bases salary will be adjusted by adding \$2,250.00 to the annual salary.

Any cost of living raise given to all County Employees will be available for the Superintendent after he or she has completed their first full year of Superintendent responsibilities.

A Superintendent may also serve as the Weed Superintendent at the discretion of the County Board, providing he or she meets all licensing requirements for both positions. The Weed Superintendent position is paid separately from the Road Superintendent.

A Superintendent may also serve as a Bridge Inspector at the discretion of the County Board, providing he or she meets all licensing requirements for both positions. The Bridge Inspector position is paid separately from the Road Superintendent.