

**Employment Opportunity:** Job # 12-1 / Assistant Highway Superintendent  
**Posting Type:** Open Announcement  
**Closing Date:** May 23, 2012  
**Starting Wage:** \$\$42,907 - \$ 55,984 per year / Full Time with complete benefits package  
**Application Procedures:** Please submit a Meade County application and Resume to:

★ Human Resources / 1300 Sherman Street Suite □ 212 □ Sturgis, SD 57785

## **Assistant Highway Superintendent**

### **General Statement of Duties**

Under the direction of the Highway Superintendent, the Assistant Highway Superintendent is responsible for administrative and managerial work associated with organizing, directing and coordinating activities and objectives of the Highway Department.

### **Typical Duties and Responsibilities**

1. Act in a manner which shows personal initiative in all his/her actions in the best interest of the citizens of Meade County.
2. Responsible and accountable for the effective and efficient operation of the Highway Department.
3. Proficient using the various software programs existing within the Highway Department to enter and retrieve data and create reports.
4. Supervise, plan, and coordinate activities of workers engaged in maintaining highways, rural roads, and rights-of-way in safe condition.
5. Work with contractors, engineers, and developers when designing and implementing new projects.
6. Assist in the development of bid documents for materials and equipment.
7. Assist in the preparation of documents for subcontracted items.
8. Monitor materials and services to ensure compliance with contracts.
9. Assist in preparing a long-range road and bridge program.
10. Recommend to Highway Superintendent equipment needed and the construction and maintenance projects to be undertaken.
11. Apply for Federal Grants and FEMA assistance.
12. Assist in preparation and maintenance of the Highway Department's budget to include control.
13. Routinely inspect all primary and secondary roads, bridges, and culverts in maintenance district.
14. Recommend measures to improve production methods, equipment performance, and quality of project.

15. Suggest changes in working conditions and use of equipment to increase efficiency of work crew.
16. Analyze and resolve work problems, and assist workers in solving work problems.
17. Operate equipment, as needed, in emergency or staffing shortage situations.
18. Attend appropriate seminars and training course when applicable.
19. Coordinate and conduct trainings, maintain records, and submit reports.
20. Perform various public relations duties related to the position.
21. Perform duties in a manner consistent with safe practices and policies.
22. Wear Personal Protective Equipment when required.
23. Perform other such duties and functions as deemed necessary.

### **Minimum Qualifications**

#### **Experience and Education:**

1. No less than six (6) years of experience in operating trucks, heavy equipment/light equipment, and tools associated with construction and two (2) years of supervisory experience. High school diploma or GED required; Bachelor Degree or equivalent preferred. An equivalent of education and experience may be acceptable.
2. Broad knowledge of procedures, techniques, and standards applicable to highway and roadway maintenance and construction.
3. Ability to operate equipment, as needed, in emergency or staffing shortage situations.
4. Ability to train others.
5. Ability to work well with others including the general public.
6. Ability to demonstrate good communication skills.
7. Possess a valid South Dakota Class A Commercial Driver's license with air brake and tanker endorsements.
8. Ability to be a Notary Public.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to talk and hear, stand and sit.
2. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

3. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions.
2. The employee is occasionally exposed to high, precarious places.
3. The noise level in the work environment is usually loud.

**Examination, Testing, and Certification:**

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid South Dakota Class A Commercial Drivers License with air brake and tanker endorsement.
2. Successful competition in written and/or oral interviews.
3. Other such examination as deemed appropriate and necessary by the County.