

Highway Department Superintendent

Class Code: 61911
Classification: Unclassified
Revision Date: April 13, 2026

Pay Range: \$80,000 - \$95,000 - Based upon experience, skills, and qualifications.
FLSA: Exempt

SERIES PURPOSE:

The purpose of the Highway Department Superintendent occupation is to administer the activities and programs for the Ottawa County Highway Department as directed by the County Engineer

CLASS CONCEPT:

The Highway Department Superintendent works under the direction of the County Engineer and requires considerable knowledge of management/supervisory principles and techniques, budgeting, highway construction and maintenance operations, oral and written communication, policy formulation and the ability to act in a fiduciary capacity to the County Engineer. The Superintendent will plan and administer the highway staff activities and programs, supervise lower-level supervisors and/or other personnel.

DUTIES AND RESPONSIBILITIES:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Plans and administers entire highway maintenance program within allocated budget (i.e., plans and schedules; long and short term highway maintenance activities to include location of proposed work, type of work, quantity of items/materials, estimated cost(s) and if work should be accomplished by contract or force account; prioritize and authorizes operations through job assignments prepared by lower-level supervisors; ensures operations comply with directives, standard operating procedures and policies; coordinates with higher authorities to assure adequate personnel to staff projects; establishes operation plan to ensure cost effective application of staff, materials, equipment and other resources for maintenance activities; controls budget by allocating resources to County operations based on evaluation of needs and oversees acquiring materials and other resources needed to effect the prioritized program (e.g., all highway maintenance material including aggregate, asphalt, concrete, guardrail, culverts, catch basins, salt, calcium; all utilities including water, electricity, natural gas or propane, telephone and sewers and fuel to operate equipment including the Fuel Depot and BUSTR equipment), monitors and reports budgetary levels to higher authorities, requests modifications to budget as needs dictate (e.g., emergencies), projects future fiscal needs to Ottawa County Engineer by evaluating requests and reports of projects and needed improvements submitted by lower-level supervisors, projects next fiscal year's material, equipment and personnel needs to develop budget recommendations and directing the purchase of needed resources, supervises lower-level supervisors and/or other personnel in administration of highway maintenance activities; evaluates performance; administers or recommends discipline as appropriate; interviews and recommends applicants for hire or promotion; provides opportunities and assesses needs for developmental training).
2. Provides technical advice to staff; generates operational, workforce and fiscal reports; oversees and ensures proper levels of inventory; conducts and/or reviews safety inspections and oversees

implementation of necessary action(s) to correct unsafe activities; works with safety personnel to review injury and accident claims and investigate solutions. FMCSA Trainor as required for entry level drivers.

3. Participates in and verifies (with use of county provided vehicles) the inspection of existing conditions (e.g., heavy motorized equipment, highway, bridges, culverts) to evaluate condition in accordance with established standards and policies and determine necessary repairs; identifies existing defects and confirms schedules for repair; inspects and or ensures equipment for proper operation and upkeep; ensures completion of needed repairs and maintenance; ensures equipment remains in high state of readiness and is operated in a safe manner; is responsible for contents and housekeeping for all building and facilities and inventory control within county facilities; and assures that all materials meet appropriate standards and are properly utilized.

4. Be able to perform and train others for a variety of general highway maintenance duties, which vary by season, (e.g., cuts brush, grass and other vegetation; applies chemicals to vegetation; patches and seals berm and pavement; mix mortar and concrete; shovel backfill; installs and repairs catch basin and stream channel protection and completes other drainage work; screens bleeding surface; reshapes/digs ditches/trenches; pours hot tar; removes trash; repairs/replaces/straightens street and/or traffic signs and other route markers; installs and repairs guardrails; operates any combination of the following motorized equipment and their attachments (i.e., air compressor, power or tow broom, 1 ton brush chipper, aerial devices, concrete mixer, concrete saw or vibrator, low-boy unit, 8 ton dump truck, 6 and or 10 ton dump truck, 10 ton tandem axle dump truck, hammers and jack-hammer, mowers including rear brush hog, rear flail, push and side mount rotary, ½ ton, ¾ ton and 1 ton pick-up truck or van, plow and spreader, roller, chain saws, pavement joint sealer, sewer jet, hydraulic and/or stone box spreader, tar distributor, various tractors, spade, stake truck, water pumps, weed eaters, excavators, front end loaders, fork trucks, bull dozer, grader, chipper, backhoe, skid loader, etc.), spread salt, plow snow, mow grass, construct, improve, maintain, clean and repair highways, bridges and right-of-ways, move and load supplies and materials and complete other related highway maintenance assignments.

5. Be able to perform emergency response and clean up; traffic control (e.g., flags traffic through work zones or around accident site; sets lane closures, places high water signs; erects barricades); perform minor repairs and maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear and pressure; replaces light bulbs; washes and cleans trucks and equipment to prevent rusting; refuels equipment), change tail gates and snow plow blades; conducts pre-trip inspections of equipment.

6. Ensures safety of employees assigned to area (i.e., work zones are in compliance with appropriate standards; employees are properly trained prior to utilizing equipment; all employees maintain appropriate required license; staff follow proper safety guidelines when utilizing equipment).

7. Performs administrative duties related to highway maintenance operations (e.g., investigates and responds to complaints from property owners and public; investigates damage claim cases and provides documentation of work activities when directed; attends meetings and participates in various groups/organizations; deal with public; prepares concise and accurate written reports relating to operational activities; maintains records and files; interviews prospective employees; counsels employees; administers departmental policies and work rules in a consistent and equitable manner; serves as the primary management contact for addressing employee concerns and facilitating resolution through established internal processes and in compliance with applicable laws and policies; operates personal computer to enter and retrieve data and/or generate reports and correspondence).

8. Such other duties as assigned by the County Engineer.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management/supervisory principles and techniques; highway maintenance operations; budgeting; oral and written communication. Skill in operation of heavy equipment, small and or personal equipment, computer and job specific software*. Ability to read and interpret blueprints or plans; develop and execute highway maintenance operational plan involving use of equipment, materials and/or employees; control and monitor budget; gather, collate and classify information about data, people or things; handle sensitive and routine contacts with general public, employees, other governmental agencies and contractors; upholds professional management – staff relationships while supporting a cooperative and respectful workplace consistent with organizational policies and expectations.

Such other duties assigned by the Ottawa County Engineer.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic (includes addition and subtraction), reading, writing and speaking common English vocabulary.

Valid Class “A” Commercial Driver’s License.

Maintain insurability by County provider. Participate in and pass random drug and alcohol screening as prescribed by policy and law.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renew and maintain Class “A” Commercial Driver’s License as required by law.

UNUSUAL WORKING CONDITIONS:

May require travel; may be exposed to highway and construction project conditions.

Works outside exposed to weather (i.e., including rain, lightning, humidity and hot temperatures in summer time and cold temperatures in winter) and ongoing traffic; may work rotating shift; may be on-call 24 hours, 7 days per week; lift 50-100 pounds; may be exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water and sewage, loud noise from equipment and traffic, confined work area while driving truck during regular and/or double shift during snow and ice removal or in confined space while digging ditches to install pipes or digging holes; may be exposed to insects such as bees, mosquitos, flies and spiders; may be exposed to rodents to include mice and rats; may be exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac and pollen.

Note: The list of equipment within this description is provided for example purposes. Specific designations will be dependent upon the actual County Fleet and project needs at any given time.

Employee Name

Employee Signature

Date