

Nimishillen Township Highway Superintendent

FLSA: Exempt

RES#08-119

5/15/07

RES#13-082

Revised: 3/28/13

Nature of Work: Supervises the maintenance, repair, and building of new township roads. Includes planning work schedules, responding to emergency weather conditions, calculating amount of materials need, recording work done, completing administrative duties, and supervising from 1-5 township employees.

MAJOR WORK BEHAVIORS AND TASKS: The following list was developed throughout a job analysis; however it is not exhaustive and other duties may be required and assigned.

ESSENTIAL FUNCTION: Plans work schedules using telephone and vehicles in order to respond to requests from the public, ensure roadways are safe for the motoring public, and provide guidance to work crews.

- Receives calls from the public concerning requests and problems such as water drainage on property, construction of a driveway entrance to their property, and clearing drainage pipes.
- Receives messages taken by the township office from the public and returns calls concerning requests and problems. A written log shall be kept of concern, date, solution, and date concern taken care of.
- Meets with the public to discuss complaints and requests.
- Determines if requests from the public are feasible and/or legal for the township to undertake.
- Talks with road department employees about maintenance work needed on roadways.
- Travels township roads to look for needed repair and maintenance along the roadway.
- Notes repair and maintenance jobs that need to be done on an informal work schedule list.
- Prioritizes repair and maintenance jobs depending on how dangerous the situation is, when the request was made and the level of traffic on the road.
- Plans daily activities for work crews, including approximate travel time and time work should take.
- Plans alternate activities for work crews when weather conditions prohibit road work.

ESSENTIAL FUNCTION: Calculates amount of materials needed and maintains records on work done using daily logs, daily work records, fuel/oil tickets, measuring tape/wheel, mileage meter, purchase orders, calculator, requisitions, and service records in order to plan work activities, ensure appropriate supplies are on hand and ensure proper documentation is maintained.

- Reviews the road employees daily log books when completing the daily work records which shall be delivered to the Board of Nimishillen Township Trustees.
- Completes daily work record that lists where crews worked, what supplies were used, what was done, supplies purchased, and purchase order numbers.
- Submits daily work record with equipment operator fuel/oil tickets to township secretary.
- Measures roadway using measuring tape/wheel and mileage meter in truck to determine how much asphalt is needed to re-pave a road.
- Figures asphalt, stone, and supplies needed for resurfacing or paving requirements using a calculator based on measurements of roadway.
- Orders asphalt, gravel, stone, tar, drainage pipes, sand and other supplies according to authorization level or by resolution by the Board of Nimishillen Township Trustees.
- Completes a log of supplies used on special construction projects and disasters as needed to keep the funds separate from other projects.
- Reviews service records and maintenance schedules to ensure servicing has been completed on vehicles and equipment.

ESSENTIAL FUNCTION: Supervises township road employees using leave request forms, time card, bi-weekly payroll sheet, leave registers, telephone, accident reports, performance appraisal forms, counseling forms, and progress reports from drug treatment facilities following Nimishillen Township Employee Handbook policy in order to ensure work duties are completed correctly and in a timely manner, provide appropriate performance feedback to employees, maintains record of employee's performance, ensure appropriate coverage of work duties, maintain record of employee leave, and resolve complaints or problems that may arise.

- Meets with road department employees every morning to discuss work to be done.
- Travels to work site to evaluate the progress of the crew, advise crew regarding schedule and particular problems encountered at the site.
- Meets with new employees to review basic operation of the township and position expectations, make introductions to others, and assign in – depth training.
- Ensures equipment operators complete tickets with amount of fuel, oil and supplies used each day.
- Completes and/or checks leave request forms to ensure completeness and correct time and type of leave.
- Receives calls from employees not reporting to work and completes leave slip according to leave request.
- Informs other staff members call offs which may require a shift in work load.
- Turns in leave requests and a leave summary to the fiscal officer or the assistant fiscal officer that lists employees out of leave, when, and how the time was charged to the employee.
- Compare time cards to leave slips to review for accuracy.

- Reviews yearly leave record to determine leave abuse.
- Completes annual performance appraisal form for employees and recommends any increase or additional action.
- Reviews performance appraisal form with employees and asks them to sign it.
- Documents reason why raise was not recommended and submits to Board of Nimishillen Township Trustees.
- Counsels employees about performance/work problems.
- Completes counseling form during counseling session and requests employee to sign.
- Requests a formal letter from office to be completed to give to employee regarding performance problems as a part of progressive discipline.
- Sets up an appointment with the Board of Nimishillen Township Trustees and other appropriate parties to discuss any problems related to work performance or discipline warranted.
- Recommends appropriate action to the board of trustees.
- Visually observes employees to determine potential drug or alcohol use.
- Transports employee according to policies and procedures for evaluation or the lab to test for suspicion of drug or alcohol use.
- Transports employees randomly selected for drug testing to and from lab and submit results to the board of trustees.
- Reviews reports received from facility on employees who tested positive for drugs or alcohol.

ESSENTIAL FUNCTION: Completes administrative duties using telephone, requisitions, catalogs, purchase orders and invoices reviewed with fiscal officer to ensure township has needed equipment and that equipment is in good working order, maintain township garage, and provide appropriate documentation and records.

- Evaluates when equipment needs replacing and new equipment is needed and submits a list to the township trustees office and fiscal officer, which includes prioritizing requests for budget.
- Obtains prices from vendors on various small equipment, parts, and supplies for township maintenance.
- Meets with vendors to identify needed equipment. Includes explaining needs, determining appropriate size and model number, and identifying which vendors carry the product.
- Turns in requests and request a PO to authorized limit.
- Meets with Board of Trustees concerning any upcoming work and complaints or problems within the road department.
- Attends training classes sponsored by the county and state.
- Attends outside seminars to maintain managerial expertise.
- Reads literature regarding areas such as legal issues in management, OSHA requirements, and new products and materials.

ESSENTIAL FUNCTION: Responds to emergency weather conditions using telephone, vehicles, two-way radios, daily work records in order to maintain safe road conditions, determine when road conditions are unsafe, provide appropriate documentation on emergencies and prepare for potential emergency situations.

- Makes decisions to call in work crew and notify board of trustees of actions.
- Includes weighing safety of working conditions during emergencies and potential unsafe conditions to the public.
- Works during disasters planning work, prioritizing and delegating work, and filling in as needed to clear the roads.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of road department principles and practices and how applied to grading, shaping roads, leveling ditches, deciding which way water is running to get grade line on ditch; clearing right of ways as needed to plan new roads and supervise employees.
- Knowledge of policies and procedures governing road maintenance and construction to include right of way responsibilities and boundaries, drainage responsibilities, using private property for drainage, clean up responsibilities following bad weather conditions, and the maintenance needed to evaluate work requests from the general public and communicate with the public concerning road maintenance, drainage, and other road repair concerns.
- Math skills to include addition, subtraction, multiplication, and division of whole numbers, fractions and decimals; percentages; calculating area, volume, diameter, and circumference; and using formulas as needed to calculate leave, prepare PO's, calculate materials and supplies used and needed, calculate acreage or square footage of roadway, and calculate materials needed per square yard.
- Verbal communication skills to include being clear and concise, adjusting communication to the level of listener, breaking down technical information, and recognizing when information is understood as needed to delegate work, resolve conflicts, discipline employees, and exchange information.
- Ability to work with little supervision to include making decisions, responding to emergencies, time management, and prioritization as needed to ensure maintenance and repairs are completed timely and work load is distributed fairly.
- Ability to interact with personnel and general public to include courtesy, tact, patience, diplomacy, and persuasion as needed to resolve conflicts, accommodate requests, exchange information and request information and work from others.
- Ability to interact with employees to include listening, hearing both sides without judging, using calm and neutral tone of voice, being firm and courteous, being patient and tactful, and recognizing when to dispense with the discussion and cool off as needed to resolve conflicts, provide/gather information, assign work duties, and conduct performance counseling.
- Knowledge of paving materials such as gravel, stone, sand, concrete, tar, and asphalt to include appropriate mix, how weather affects, safety concerns, required paving temperatures, and under what weather conditions each can be used as needed to choose materials for paving on a particular day.

- Knowledge of heavy equipment used in the maintenance and repair of roads such as road graders, township trucks, tractors, bulldozers, track hoe, and loaders to include safety measures, purpose, capabilities, limitations, and servicing requirements as needed to supervise and train employees.
- Ability to read maps.
- Writing skills to include correct spelling, clarity, and conciseness.
- Ability to recognize road repair problems to include prioritizing safety issues; recognizing warning signs of future problems; looking for sinks, cracks, patterns of cracks, water standing in road; missing road signs; inspecting road striping; and identifying the need for new road signs.

MINIMUM QUALIFICATIONS:

- High School Diploma; Bachelor's Degree Preferred
- Class B CDL with 18 months verifiable driving experience; prefer Class A CDL
- Must have a 3 year clean driving record
- 3 years verifiable experience in the construction, engineering, and maintenance /repair of roads
- 2 years verifiable management experience, including but not limited to, budgeting, hiring, reporting, supervising, and extensive knowledge of road construction maintenance
- Able to pass a pre-employment drug screen and DOT physical