

DOUGLAS COUNTY

JOB DESCRIPTION

Job Title:	Highway Superintendent
Reports To:	County Commission
Classification:	Exempt
Introductory Period:	6 Months
Self-Termination Notice Expectation:	One Month

General Statement of Duties:

- Prescribed in Title 31 of the South Dakota Codified Laws
- Responsible for the physical construction and maintenance of the county highway system
- Administers the county highway shop
- Prepares applications and reports associated with Department of Transportation programs
- Prepares bid specifications and purchases supplies

Supervisory Responsibilities:

- Supervises all county highway employees
- Oversees the performance of independent contractors which work on county projects

Minimum Qualifications:

- High School Diploma or G.E.D.
- Must have a working knowledge of the county highway maintenance system
- Must be able to complete Department of Transportation Certification requirements for highway superintendents within one (1) year of employment.
- Must be familiar with the construction principles associated with highway and bridge projects
- Must have demonstrated organizational and managerial skills
- Must have good communication and problem-solving skills

Other Requirements:

- A valid Commercial Driver's License may be necessary
- Must have a valid Driver's License
- Must be able to meet and deal with the public in a friendly, helpful manner

Certification:

I hereby certify that I have read and accept the duties and obligations associated with this position.

Signature of Employee

Date