

Taney County Commission is now accepting applications for the following job. The deadline is September 9<sup>th</sup> at 5:00 p.m. Resume's may be mailed to P.O. Box 1086, Forsyth, Missouri, 65653, emailed to [commission@co.taney.mo.us](mailto:commission@co.taney.mo.us) or dropped off at the Commission Office, 132 David Street, Forsyth, MO.

**POSITION: Road & Bridge Superintendent**

**REPORTS TO:** Taney County Missouri, Commission

**PURPOSE OF POSITION:** RSMo 61.011(1) The office of "County Highway Administrator" is hereby created in all counties of the first class not having a charter form of government. The county highway administrator shall be appointed by the county commission, and he shall serve at the pleasure of the county commission. (2) The county highway administrator is the chief officer of the county in all matters pertaining to highways, roads, bridges, culverts and surveys, and he is responsible for all operations of the county highway department.

**Scope:** He/she is responsible to the Taney County Commission for the full range of activities: organizational structure and procedures; income and expenditures and long-range planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes but not limited to the following:**

(The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Additional duties may be required and assigned.)

Oversees the safety program and risk management for the Department.

Plans, directs and coordinates road and bridge department project design, estimation, construction, project and equipment bidding, work scheduling, manpower projections, equipment maintenance and replacement, and purchasing and stockpiling of materials.

Prepare and submit annual road budget of the County Commission, establish and maintain fiscal management records. Assure that all operations stay within budget.

Review work in progress to assure specifications compliance. Review completed work for technical soundness, quality and contract compliance.

He or she shall direct road and bridge supervisors in construction and repair operations, and land surveying operations.

Represent the Road and Bridge Department in public meetings and in negotiations with other public agencies and private organizations.

Direct the preparation and maintenance of County road system comprehensive records and reports.

Insure that all County highway property is maintained safely, clean and in good working order.

Direct the purchase, maintenance and care of all road and bridge vehicles and equipment.

Oversee Road and Bridge Department employee policies and performance evaluations. Supervise and perform on the job training for road and bridge employees.

**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Administrator must have the ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to provide formal instructions in a classroom or other structured setting. Person must possess the ability to manage and direct a group of workers, including the ability to counsel and mediate. He or she shall have the ability to interpret and apply policies, procedures and standards to specific situations. Ability to utilize consulting and advisory data and information such as organizational analysis, contracts, technical specifications, blueprints, drawings, construction manuals, Uniform Traffic Control Devices Manual, maps, budgets, purchase orders, vehicle maintenance records, meeting minutes and agenda, computer software operating manuals, ordinances, State statues, personnel policies and safety regulations. Ability to communicate orally and in writing with County Commissioners, Missouri Department of Transportation personnel, attorneys, engineers, other County Officials and the general public.

**MATHEMATICAL ABILITY:**

Person must have the ability to calculate percentages, fractions and decimals, volumes, ratios and spatial relationships. He or she shall have the ability to interpret basic descriptive statistical reports.

**OTHER:**

- Perform other duties and responsibilities as assigned by the Taney County Commission.

**CRITERIA/SKILLS REQUIRED:**

- Previous knowledge of roads and bridges relating to construction/maintenance a plus
- Strong supervisory and communications skills
- Knowledge of engineering design and construction methods, materials, principles and practices
- Familiarity with heavy equipment operations and maintenance

**SALARY:**

\$42,000 - \$60,000 DOE/DOQ (With County Benefits)

**EOE:**

Taney County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.