

Job Title: Maintenance Superintendent
Department: Public Works
Classification: Grade 14
Reports to: Public Works Director/County Engineer
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 11/2024

Nature of Work:

This position is responsible for managing the public works maintenance division providing oversight of all maintenance activities including road emergency response, maintenance contracting, fleet shop repairs, road and bridge maintenance, parks and trail maintenance, other county infrastructure, and assist in annual budget preparation and tracking. The position is expected to organize and conduct work by best management practices, recognized maintenance principles, industry guidelines, and appropriate rules, regulations, and statutes.

Communicates with:

Internally – All Public Works staff.

Externally – Vendors, government agencies and public.

Supervision:

Maintenance Foreman, Sign Foreman, and Facilities Fleet Foreman

Essential Work Functions:

- Manages, supervises, directs, and participates in the work of maintenance staff in the development, proactive planning, and execution of maintenance work on roads, bridges, ditches, facilities, and fleet operations.
- Ensures employees are trained, follow policies and procedures, maintaining a healthy and safe work environment and conducts performance evaluations making hiring, and disciplinary recommendations.
- Makes independent decisions on snow and ice removal response and other emergency situations in dispatching personnel and resources to effectively respond to weather conditions and events 24 hours – 7 days a week.
- Assists in budget preparations, implementation, and tracking.
- Collaborates with engineering personal to determine appropriate infrastructure rehabilitation and preventive maintenance techniques and schedules.
- Conducts meetings with utility companies, contractors, vendors, and property owners in authorizing work and activity on Right-of-way and evaluates road access approval in a manner that protects Morrison County interest and minimizes legal exposure.
- Performs assigned duties for compliance with noxious weed control in County Right of Way.
- Researches, develops, implements, and manages policies, procedures and trainings for Maintenance Division staff required of a comprehensive safety program and in compliance of OSHA requirements.
- Involved in the inspection and maintenance of public ditches, providing detailed information to engineering staff and benefiting property owners.
- Coordinates, manages, and completes reporting required internally and by external agencies.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires High School Degree or GED.
- Nine (9) years of relevant experience, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License with ability to obtain Class A Commercial driver's license and endorsements.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and other job-related software.
- Understanding of the organization's goals and objectives.
- Ability to interpret and follow technical guidance and regulatory manuals.
- Ability to review budgetary constraints and make recommendations.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills and attention to detail.
- Ability to work early morning starts, extended hours and being called for unscheduled work.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Develop and maintain positive public relationships, professional representing the County.

Ability to follow and enforce policies and procedures, including established departmental dress code and safety requirements.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment		X		
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing				X
Close and distance vision				X
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors				X
Hazardous physical conditions		X		
Atmospheric Conditions			X	
Travel				X
Hazardous materials		X		
Extreme temperatures			X	
Environmental			X	
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: _____

Employee Signature: _____ Date: _____