

**CHEYENNE COUNTY**  
**COUNTY HIGHWAY SUPERINTENDENT**

**NATURE OF WORK**

Administrative and professional engineering work directing all activities of the County Road Department.

Work involves responsibility for organizing, directing, and coordinating the activities of the Road Department. The Superintendent is responsible for determining departmental policies, planning long-term programs, and developing and monitoring the budget. Must comply with all applicable state statutes, including Article 15 of Chapter 39 and Article 31 of Chapter 23 of the Nebraska Statutes. Work is reviewed by the Board of County Commissioners from results achieved and success in meeting goals and objectives.

**EXAMPLES OF WORK PERFORMED**

Confer with and advise staff on problems relating to the design, construction, and maintenance of flood control drains, roads, bridges; conduct field inspections of roads; approve press releases and related communications; respond to public complaints and legislative issues concerning the activities of the Road Department; attend meetings and conferences and participate on committees and advisory boards as appropriate.

Prepare One and Six Year reports and Annual Report for Lodgepole, Dalton and Gurley.

Conduct inspections of all railroad crossings.

Direct and participate in long range planning activities for the Road Department; review usage and growth trends; develop proposed cost projections for new and expanded roads; investigate methods to reduce costs and finance future growth; formulate policies and procedures based on long range plans and stated goals and objectives; prepare and present annual budget for managed programs to the Board of County Commissioners; monitor and evaluate budgetary expenditures and compliance.

Provide technical advice to the other County departments and Board of Commissioners concerning county roads, programs and operations; confer with representatives of federal, state, county, and local agencies on road issues and activities.

Oversee all personnel activities including hiring, evaluating, and disciplining employees; review and take appropriate personnel action pertaining to promotions, merit increases, or salary increases; review and approve payroll, and confer with the Board of Commissioners on major purchases.

### **DESIRABLE KNOWLEDGE AND ABILITIES**

Knowledge of the modern principles and practices of administration as applied to the design, construction, and maintenance of county roads.

Knowledge of the principles and practices of civil engineering as applied to the development and management of county roads.

Knowledge of the materials, methods, and techniques applied to the construction, maintenance, and operation of county roads.

Knowledge of public budgeting principles and methods, and budget administration.

Ability to organize, direct, and coordinate the activities of the Road Department.

Ability to develop long term plans and programs, enact major policy decisions, and solve complex technical and administrative problems.

Ability to establish and maintain satisfactory relationships with government officials, community representatives, employees, and the general public.

Ability to communicate ideas and formulate action plans effectively both orally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university with major coursework in civil engineering and some experience in developing, coordinating, or supervising road department programs or equivalent combination of training and experience that provides the desirable knowledge and abilities.

### **NECESSARY SPECIAL REQUIREMENTS**

Possess a valid State of Nebraska driver's license.

Possess a State of Nebraska Highway Superintendent license.

### **SPECIAL REQUIREMENTS**

Will be required to attend and pass NIMS (National Incident Management System) training.