

MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, to manage highway maintenance activities, represent top management on highway maintenance operations in dealings with other units of government, the public, private contractors, the union and news media; act as department safety coordinator; and perform related work as required.

EXAMPLES OF DUTIES

Assigns all Madison shop personnel for field work; schedules and assigns all construction crews and equipment; assists State personnel relative to scheduling and assignment of personnel and equipment on all State maintenance and construction projects conducted by Dane County; respond to questions from the public, news media, the union, private contractors, utility companies, etc., relative to highway maintenance activities; maintains operational records, time cards and performs other administrative duties of the Superintendent's office; performs performance evaluations, effectively recommends disciplinary action on subordinates, provides instruction on policies and procedures; and develops and maintains department safety program.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school and five years of highway maintenance work experience, including two years of such experience as a supervisor.

Knowledges and Abilities: Thorough knowledge of highway maintenance operations; knowledge of equipment used and proper applications of equipment; knowledge of the principles of industrial safety; knowledge of supervisory practices; ability to plan, organize and assign work; ability to deal with a wide range of people in order to promote good public relations; ability to apply accepted supervisory principles.

Special Requirement: Possession of a valid Wisconsin driver's license within three months of appointment.