

**The Kalamazoo County Road Commission is seeking candidates for the position of Maintenance Superintendent.** Under the supervision of the General Superintendent; is a member of the management team and the primary supervisor of road maintenance staff. Manages road maintenance activities performed by road commission employees and contractors. Performs various functions including; work assignments, safety, service requests, staff training, staff evaluations, and personnel related areas including disciplinary measures when necessary. Responds to calls from the public concerning infrastructure related issues.

Qualified candidates must possess a high school diploma/GED, preferred minimum associates degree in related field. A minimum of 5 years experience in heavy equipment operations. Supervisory/management, building/grounds and/or project planning in a construction related field. A minimum of 4 years of infrastructure or maintenance experience. Strong organizational, planning, customer service and communication skills. Must be willing to work as a team player. Computer skills including Microsoft Office. Knowledge of equipment specifications, project inspection, and customer service. Possession of a valid driver's license - CDL Class A license.

Please send resume and salary requirements for the **Maintenance Superintendent** to the Kalamazoo County Road Commission 3801 E. Kilgore Road, Kalamazoo MI 49001 or email to [info@krcr-roads.com](mailto:info@krcr-roads.com) by January 7, 2015. Full job description can be reviewed at [www.kalamazoocountyroads.com](http://www.kalamazoocountyroads.com). No phone calls please. Candidates requiring confidentiality should so indicate. EOE



## **Kalamazoo County Road Commission MAINTENANCE SUPERINTENDENT**

### **General Summary**

Under the supervision of the General Superintendent; is a member of the management team and the primary supervisor of road maintenance staff. Manages road maintenance activities performed by road commission employees and contractors. Performs various functions including; work assignments, safety, service requests, staff training, staff evaluations, and personnel related areas including disciplinary measures when necessary. Responds to calls from the public concerning infrastructure related issues.

### **Essential Functions**

1. On a regular basis, meets with the General Superintendent and other members of management team to discuss infrastructure maintenance and improvements.
2. Supervises road maintenance staff. Prepares daily work schedules and assigns personnel. Inspects work performed for accountability in performance and quality of work.
3. Performs various personnel functions such as training and evaluating employees.
4. Understands and applies KCRC specifications/policies, collective bargaining agreement, etc.
5. Coordinates bids and requests for proposals in maintenance operations as needed.
6. Certified in soil erosion and sedimentation control, stormwater, project and asphalt inspection.
7. Supervises and inspects maintenance work performed by contractors such as: snow removal, tree removal, guardrail spraying, brush spraying, cleaning of drainage structures, and road pavement projects.
8. Supervises and inspects project preparation including utility coordination. Coordinates with Project Superintendent as necessary.
9. Manages tree maintenance and removal as necessary.
10. Manages material inventory as necessary.
11. Regularly works with road maintenance staff to inspect maintenance work in progress and upon completion in order to assess the quality, safety and efficiency of work operations.
12. Meets with township officials to discuss infrastructure issues and suggests improvements.
13. Responds to service requests; resolving issues by providing the requested relief or explaining why the issue cannot be resolved as requested. Monitors performance of service request completion. Keeps the General Superintendent informed of sensitive issues.

14. Prepares various forms and reports associated with the work. Including a detailed written update weekly and/or as requested on project status, personnel, maintenance schedules, 5-year maintenance plans, public relations, service requests, etc. Provides solutions as needed.
15. Monitors the annual budget to ensure that expenditures are within budget appropriations.  
Communicates  
with the General Superintendent regularly on budget areas.
16. On a rotating basis, is on-call for emergencies outside normal business hours to contact appropriate staff for; obstructions in the roadway, downed or missing traffic signs, snow accumulation and icy road conditions, traffic accidents, etc. Contracts the appropriate personnel. Shift modification may be necessary.
17. Other duties as assigned, including coverage during absences.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications:**

**Education:** High school graduation or equivalent.

**Experience:** Minimum of four years of infrastructure construction or maintenance experience.

Other Requirements: Possession of a valid state of Michigan driver's license - CDL Class A license. Certified in soil erosion and sedimentation control, stormwater, project and asphalt inspector. Computer use including Microsoft Word, Excel, Outlook and Roadsoft.

**FLSA Status:** Exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Walking over uneven terrain to inspect equipment and maintenance/project activities.  
Walks, stoops, kneel and crouch to conduct inspections.  
Climbing up and down from equipment to make inspections  
Climbing stairs and ladders to stock and retrieve material, parts and supplies  
Lifting parts and supplies onto shelves  
Lifting heavy equipment parts weighing up to 75 pounds.  
Travels to various locations in the County to inspect projects or attend meetings  
Ability to access office files  
Ability to enter and retrieve information from a computer  
Ability to access maps and other records and documents of the commission  
Ability to operate various office equipment  
Ability to utilize various software  
Ability to operate an automobile

**Working Conditions:**

Works primarily in office conditions and areas where there may be exposure to loud noises and diesel fumes. Inspects equipment and maintenance projects. Works outside in adverse weather conditions. Assists with road maintenance activities.