

The Bay County Road Commission

Job Opportunity: General Superintendent

The Bay County Road Commission is seeking qualified candidates for the position of General Superintendent. The General Superintendent oversees the overall operation of the Road Commission under the direction of the Engineer-Manager. This includes road maintenance, snow removal, special projects, road improvements, budgeting for the State, Primary and Local roads, chip and seal operations, and gravel lifts. The Superintendent prepares capital outlay budgets, monitors equipment costs, usage, repairs, determines annual equipment replacement, and assembles equipment bid specifications. This position monitors purchasing activities and coordinates all major equipment purchases directly. The General Superintendent meets regularly with other governmental agencies including township, city and county officials. Further, this position also encompasses the roles of Safety Director, HIPPA Privacy Official, and oversees the Drug & Alcohol Program, as well as, keeping abreast of current CDL requirements.

The General Superintendent is responsible for and directs staff engaged in the maintenance, repair and replacement of road commission vehicles and equipment. This includes coordination and planning with staff so that adequate parts, materials, supplies and tools are available to maintain and repair Road Commission vehicles, equipment and facilities. The Superintendent determines and suggests needed repairs related to building improvements, and the grounds on which they are located, for three district garages within Bay County.

Qualified candidates must possess a high school diploma/GED, with a college background and experience in a related field preferred. Applicant should have a minimum 5 years of experience in heavy equipment operation/maintenance, comprehensive knowledge of modern methods and techniques of road construction and maintenance, snow removal and ice control, chip and seal operations, with supervisory experience in each preferred. Further, applicant should have a working knowledge of building and grounds maintenance and/or project planning in a construction related field. Strong organizational, planning and communication skills are vital. Applicant should have somewhat proficient computer skills and able to operate programs included in the Microsoft Office suite.

The position offers a competitive salary and benefits. No phone calls please. Any questions with regard to this advertisement should be forwarded via e-mail (jlillo@baycoroad.org) or in writing by February 8, 2013. Any questions received after this date will not be answered. Resumes must be submitted to the Bay County Road Commission Administration Office, 2600 East Beaver Road, Kawkawlin, MI, 48631 by 3:00 pm, Friday, February 15, 2013 or must be received via e-mail (jlillo@baycoroad.org) before the previously stated time and date. Be sure to include a valid e-mail address with your resume. A full job description can be reviewed at www.baycoroad.org. Candidates requiring confidentiality should so indicate. EOE

JOB DESCRIPTION

TITLE: General Superintendent

IMMEDIATE SUPERVISOR: Engineer-Manager

GENERAL SUMMARY:

Oversee the overall operation of the Road Commission under the direction of the Engineer-Manager. This includes road maintenance, snow removal, special projects, road improvements, budgets for state, local and primary roads, chip and seal operations, and gravel lifts. Prepare Capital Outlay budgets, monitor equipment cost, usage and repairs. Prepare annual equipment replacement, prepare bid specifications. Monitor purchasing activities and prepare major purchases directly. Meet with other governmental agencies as required and necessary. Perform function of Safety Director, Drug & Alcohol Coordinator, HIPPA Privacy Official and CDL Coordinator.

TYPICAL DUTIES AND RESPONSIBILITIES:

EQUIPMENT AND EQUIPMENT REPAIR:

1. – Establish and recommend equipment replacement
 - A. – Review equipment condition, usage and determine replacement needs.
 - B. – Evaluate work conditions to determine size and type of equipment to specify.
2. – Establish and write equipment specifications for new equipment purchases, as needed.
 - A. – Write equipment specifications for all vehicles.
 - B. – Write equipment specifications for all construction equipment.
3. - Set up advertisements for bids on new equipment
 - A. – Have ads properly placed
4. – Review bids and make written recommendations to the Commission and Engineer-Manager for purchases.
 - A. – Do Field Testing and Review of equipment as determined necessary.
 - B. – Evaluate cost, performance, service parts and resale value to make recommendation.
5. – Review equipment operation and usage. Determine replacements, types, improvements, etc.
6. – Direct and advise Garage Foreman on major repairs on work other than normal or routine.

SAFETY DIRECTOR:

1. – Perform as safety director, keep abreast of MIOSHA regulations, as well as Federal requirements for CDL holding employees and maintain driver files. Keep abreast of Michigan Department of Labor Construction standards. Implement training programs. Direct Safety Committee meetings, maintain files for MIOSHA inspections, perform new employee safety training, and resolve all safety issues as they arise.
2. – Maintain contacts with Safety Agencies: i.e. Michigan Department of Labor – Bureau of Safety and Regulation; Michigan Department of Labor – Safety Consultants; Michigan Department of Natural Resources – Hazardous Waste Division, Environmental Response Division; Michigan State Fire Marshall; Michigan Department of State Police – Motor Carrier Division.
3. – Meet with all safety inspectors – State, Federal, and Local – when they are inspecting our facilities.
4. – Maintain an active employee safety program, continually look for new materials and/or programs to provide to our employees.
5. – Maintain a log of all safety programs – type and attendance.
6. – Verify that all violations found during safety investigations, (by outside agencies), are corrected.
7. - Review accident reports – make necessary recommendations or changes to prevent similar occurrences.

PURCHASING/INVENTORY

1. – Control and oversee all purchasing for stockroom, parts supplies, and materials for road construction and equipment repairs.
2. – Prepare all specifications for purchases of fuels, oils, tools, and all other major items.
3. – Sign and approve all purchase orders.
4. – Forward all approved purchase orders to the Commission for review and approval.
5. – Continually look for ways to save money, purchase better products and make improvements in the purchasing department.
6. – Coordination annual stock and material inventory; oversee to completion
7. – Order all yard materials, pipe, catch basins, crack sealant, salt, etc.

SUMMER HELP

1. – Interview all new summer help

2. – Establish with Foreman the need for summer help and their assigned work area.
3. – Submit summer help list to the Commission for approval.
4. – Train summer help in Road Commission policy, procedures, safety concerns, and other pertinent information.

NEW EMPLOYEES

1. – Interview potential new hire employees and check driving records, references, etc. Prepare information for the Engineer-Manager and Commission to review for possible hiring.
2. – See that all new employees receive a physical.
3. – Indoctrinate new employees to Road Commission policy and procedure. Provide training in proper areas as necessary (Right-To-Know, Lock-Out, Hazard Communication, etc.)
4. – Provide Safety Training

BUILDING AND GROUNDS

1. – Review all three district facilities, building, and grounds.
2. – Budget any major repairs or renovations.
3. – Schedule necessary improvements, repairs, and work on or at buildings and grounds.
4. – Arrange and oversee outside contractor work on or at our facilities.
5. – Prepare bid proposals as necessary, take bids.

ROAD WORK

1. – Work with foreman on all road projects, construction, and maintenance. Direct foreman, as needed. Provide necessary materials and equipment to complete jobs. Oversee snow removal operations. Be knowledgeable in hazardous waste spills, handling and disposal. Oversee any tree removal within R.O.W. Must handle all environmental issues and have knowledge of such on behalf of the Road Commission. Oversee MOST budget and work within Bay County. Be available and on call seven days a week, twenty-four hours a day.

- A. – Set up Chip and Seal program.
- B. – Set up Crush and Shape program.
- C. – Set up Aggregate Lifts.
- D. – Set up Midland CRC Chip and Seal program.
- E. – Set up any other Chip and Seal, Ditching, or Hydro-Seeding with other Road Commissions or Cities as necessary.

- F. – Set up Shoulder Lifts for new black tops.
- G. – Review Annual Mowing Operations with foreman.
- H. – Oversee Snow and Ice Removal activities, both County and STATE.
- I. – Monitor Budgets and Stay within acceptable limits.
- J. – Maintain Soil Erosion Control records for DEQ review. Submit annual report to county soil erosion control agent.
- K. – Work with Local Emergency Planning Committees as necessary.
- L. – Investigate complaints and resolve.

SOIL EROSION

- 1. – Oversee BCRC soil erosion prevention activities. Maintain records, submit annual report, review work areas for soil erosion and proper installations. Maintain proper soil erosion certification thru MDEQ. Be prepared for MDEQ inspections and review on annual basis.

MISCELLANEOUS

- 1. – Set up Auction sales, used equipment sales, coordinate sales advertisements, select equipment to be sold, oversee Auction, and maintain records for accounting.
- 2. – Produce annual Capital Outlay Budget and monitor expenditures.
- 3. – Continually look for ways to improve the operation of the Road Commission.
- 4. – Assist District Foreman, Garage Foreman, and the Assistant Superintendent as needed or requested.
- 5. – Maintain a good rapport with the public.
- 6. – Promote a good working relationship between employees, union, and non-union.
- 7. – Develop and maintain a good working relationship with Supervisors, Foreman, Office Staff, and Township Officials.
- 8. – Willingly accept additional responsibilities as assigned.
- 9. – Try to keep abreast on new laws and regulations governing our operations.
- 10. – Have a working knowledge of hazardous waste, spills, and proper procedure for clean up and disposal of same. Be familiar with laws regulating handling and clean up.
- 11. – Maintain records on all hazardous material disposal, maintain proper manifest and documentation for DEQ.
- 12. – Attend Maintenance Seminars, Safety Seminars, Equipment Show, Training Seminars, etc. In order to keep abreast as stated above and try to be continually aware of any improvements or changes we need to make in our operations.