



Liberty County Board of County Commissioners

P.O. Box 399; Bristol, FL 32321 (850) 643-2215

Career Opportunity

Road and Bridge Superintendent

Requirements:

- High School Diploma or GED required.
- Valid Driver's License, Class "B" CDL preferred.
- Must pass a background check through the Department of Corrections and satisfactorily complete Department of Corrections class for inmate supervisors; Newly hired employees shall obtain such certification within 90 days of hiring.
- Must be able to communicate in and comprehend the English language.
- Be able to lift fifty to sixty pounds (50 - 60lbs.)
- Pass Pre-employment physical, background, and drug testing.
- Comply with County Drug and Alcohol Policies
- Be available for emergency callouts.
- Highway maintenance or construction skills are preferred.
- Heavy equipment operation, power tools use experience preferred.

Salary: \$52,166.40

FRS: Senior Management

Additional Benefit Package Includes vacation, sick, holiday pay, health insurance, and a take home county vehicle.

Application Period: Applications will be received until 12/01/2023.

The essential function of this position is to supervise the work of department personnel engaged in the construction, maintenance and repair of roads, bridges, right-of-way, and drainage facilities. Ensures compliance with all applicable policies, procedures, laws, regulations and standards of quality and safety. Remains on-call twenty-four hours (24) per day, seven (7) days per week, for emergencies as needed. Will assist in preparation for and aftermath of major emergencies such as hurricanes or other natural disasters.

Employment applications are located of the Board of County Commissioners website at <https://libertycountyfl.org/human-resources/>. If you do not have access to the internet, you may pick up a copy at the office of the Liberty County Clerk of Court, 10818 NW SR 20, Bristol, FL.

The completed application may be returned to Human Resources, at the office of the Liberty County Clerk of Court, 10818 NW SR 20, Bristol, FL 32321 or may be submitted by USPS mail to: Liberty County Board of County Commissioners, Attn: Shaula Jerkins, P.O. Box 399, Bristol, FL 32321 or may be submitted via

email to: sjerkins@libertyclerk.com with Subject Line: Employment Application.

The Board of County Commissioners will not be responsible for lost or late mail items. For additional information or to confirm receipt of your application, please contact Shaula Jerkins, Human Resources at (850) 643-2215 option 7. Eligible applicants must be able to pass a background check, pre-employment physical, drug testing and must possess a valid State of Florida driver's license.

Liberty County Board of County Commissioners Is a Drug Free Work Environment/Equal Opportunity Employer

Job description

JOB OVERVIEW

JOB TITLE	Road and Bridge Superintendent
DEPARTMENT	Road and Bridge
LOCATION	Hwy 20 Bristol, Florida
REPORTS TO	The Clerk and Board of County Commissioners

GENERAL JOB DESCRIPTION

The essential function of this position within the organization is to supervise the work of department personnel engaged in the construction, maintenance and repair of roads, bridges, rights-of-way, and drainage facilities. Ensures compliance with all applicable policies, procedures, laws, regulations and standards of quality and safety. Remains on-call twenty-four hours (24) per day, seven (7) days per week, for emergencies as needed. Will assist in preparation for and aftermath of major emergencies such as hurricanes or other natural disasters.

DUTIES & RESPONSIBILITIES

- Supervises the work of department personnel engaged in the construction, maintenance and repair of roads and bridges, clearing of right-of-way's, building and maintaining drainage structures, concrete and asphalt pavements, roadway markings, signage and fleet management to include scheduling, instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, offering training, advice and assistance, completing performance evaluations, and recommending employee transfers, promotions, discipline and discharge.
- Develops and implements policies, programs and activities that are in the best interest of the County and that are directed toward increased efficiency, productivity, safety, quality, and price as it pertains to the inventory and maintenance of vehicles and equipment.
- Ensures that work activities and programs of the Road & Bridge Department are efficiently coordinated with other County projects.
- Meets with vendors, contractors and suppliers to perform various types of tasks, to include offering guidance in solving design conflicts.
- Approves departmental payroll timely, approves and/or denies employee leave requests.
- Ensures all roads, right-of-ways and related structures are maintained within Florida Department of Transportation guidelines and County ordinances.
- Inspects work in progress for compliance with all applicable policies, procedures, laws and regulations, and standards of quality and safety; approves payments upon completion.
- Remains on-call for emergencies.
- Attends training, continuing education, seminars, etc., to maintain job knowledge and skills.
- Investigates, reports and responds to major problems, deficiencies and/or citizen complaints.
- Interacts and communicates with various groups and individuals such as the Board of County Commissioners, Clerk of Court, subordinates, other County supervisors and employees, contractors, various other local/state/federal agencies, vendors and the general public.
- Prepares, processes and submits various documents, including but not limited to, daily and weekly activity reports, spreadsheets, requisitions, inventory reports, personnel records, maintenance records and reports, memos, correspondence, entering computer data, etc.
- Attends and remains at work regularly and adheres to policies and procedures set by the Board of County Commissioners.
- Attends monthly Board meetings.
- Perform other duties as required.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

REQUIRED EDUCATION & TRAINING/ LICENSE

- High School Diploma or GED required
- Valid Driver's License, Class "B" CDL preferred
- Must pass a background check through the Department of Corrections and satisfactorily complete Department of Corrections class for inmate supervisors; Newly hired employees shall obtain such certification within 90 days of hiring.
- Must be able to communicate in and comprehend the English language
- Must have transportation to and from office
- Be able to lift fifty to sixty pounds (50 - 60lbs.)
- Pass Pre-employment physical, background and drug testing
- Comply with County Drug and Alcohol Policy
- Be available for emergency call-outs
- Highway maintenance or construction skills are preferred
- Heavy equipment operation, power tools use experience preferred

THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

SKILLS & ABILITIES

- Knowledge of the methods, procedures and policies of Liberty County as they pertain to the performance of the duties of the Road and Bridge Director.
- Knowledge of the functions and interrelationships of County and other governmental agencies.
- Knowledge in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Extensive knowledge of the materials and equipment used in public works construction and operations.
- Ability to plan for and direct the efficient use of supplies, equipment and personnel resources.
- Ability to thoroughly inspect work in progress for compliance with specifications, plans, and standards of quality and safety.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs and resolving problems.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to train, assist, motivate and supervise a diverse group of employees.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to perform employee evaluations and to make recommendations based on results.
- Ability to use proper English, punctuation, spelling and grammar.
- Ability to use modern office practices and technology.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of roadwork construction.
- Knowledge of maintenance and upkeep of all equipment.
- Knowledge of safety practices, procedures and equipment used.
- Knowledge computer software, e.g., Microsoft Office.
- Skilled in reading diagrams and schematics.
- Skilled in the operation of motor vehicles and equipment with specialized controls under all types of weather conditions to include , bed edgers, commercial mowers (ztr's and possible bush hog), blowers, dump trailers, chain saw, and line trimmers.
- Ability to operate other pieces of equipment (excavator, skid steer, front end loader, back hoe)
- Ability to communicate both orally and in written form.

- Ability to lift objects over 50 lbs.
- Ability to establish and maintain effective working relationships and communications with department management, County employees, and the general public.
- Must be able to control up to 14 inmates and ensure work is being completed as assigned.

Work Conditions/Physical Demands

This position requires a highly developed sense of safety awareness and perceptive ability. Ability to recognize hazards inherent in routine and non-routine tasks and make adjustments to avoid loss, injury or accident. Ability to communicate with co-workers, safety instructions. Ability to think clearly and focus on your safety in your immediate surroundings, while using tools and equipment, while driving or operating equipment. Required to wear Personal Protective Equipment (PPE) appropriate to your job. This position requires on-call 24/7 during any county disaster or emergency.

- Ability to lift up to 50 pounds unassisted, use manual and powered pneumatic, hydraulic, gas, and electric powered tools and equipment.
- While performing the duties of this job, the employee is routinely exposed to outside weather conditions including extreme heat and cold. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fume or airborne particles. Frequent exposure to toxic or caustic chemicals, frequent exposure to insects and infrequent exposure to reptiles/rodents, the noise level in the work environment usually moderate but on occasion can be more than moderate.
- Squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- The work requires some physical exertion, such as long periods of standing; walking over rough, uneven or rocky surfaces; recurring bending, crouching stooping, stretching reaching or similar activities. The work may require specific, but common, physical characteristic and abilities, such as above average agility or dexterity.
- Requires grasping by applying pressure to an object with the fingers and palm.
- Requires repetitive motion of the wrists, hands and/or fingers.
- Required to operate a motor vehicle to perform essential job functions.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- Physical strength and ability to perform manual labor outdoors under extreme weather conditions.

Mental Demands

- Ability to read and comprehend operational and safety instructions, procedures, rules, policies, warnings, memos.
- Ability to write simple sentences relaying information, data, and details.
- Ability to perform basic math.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress, and when confronted with persons acting under stress, the general public and inmates.

WORKING CONDITIONS	
WORK ENVIRONMENT	The worker is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc. While performing the duties of this job, the employee frequently works near moving mechanical parts; in high precarious places; and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
HOURS / SHIFTS	40-hour workweek. 10-hour days, 4 days a week with the exceptional after hour’s callout. Call outs could be any day of the week with no regard to holidays
BENEFITS	A comprehensive benefits package that includes health, dental, vision, retirement, paid leave etc.
EMPLOYEE SIGNATURE	

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.