

POSITION AVAILABLE

The Osceola County Engineer's Office is accepting applications for quality applicants for the full-time position of OPERATIONS SUPERINTENDENT. The individual will be responsible for managing daily maintenance operations by coordinating with and directing maintenance staff. Identify and prioritize projects, assign work, respond to requests for service and emergencies. Serve as public government liaison by answering questions, solving problems, meeting with the public and government agencies to provide information and coordinate operations. Assist with evaluating, hiring, and disciplining personnel. Coordinate with and follow direction of County Engineer in completing assigned projects and tasks. The applicant must possess or have the ability to obtain necessary Iowa Department of Transportation materials testing, sampling, and construction inspection certifications. The applicant will be required to hold a valid state of Iowa driver's license and must also hold a valid CDL or be able to obtain prior to hire. Pre-employment physical and drug screening are required.

Application forms and a job description are available at the **County Engineer's Office, 300 Seventh Street, Sibley, Iowa, 712-754-2303, email aholmbeck@osceolacoia.org or online at www.osceolacountyia.org**

Submit a cover letter, resume, and completed application by 4:00 p.m. October 20, 2017.

Operations Superintendent - Osceola County

DESCRIPTION:

Directs maintenance operations of the Secondary Road Department. Serves as public liaison to provide information and address concerns.

ESSENTIAL FUNCTIONS:

- Manage daily maintenance operations by coordinating with and directing various employees. Identify and prioritize projects, assign and schedule work, respond to requests for service and emergencies. Includes being liaison between Osceola County Sheriff's Office and Emergency Management Agency with issues relating to the Secondary Road Department, complete scheduled projects and plan future maintenance activities.
- Serve as public government liaison by answering questions, solving problems, meeting with the public and government agencies to provide information and coordinate operations. Includes being liaison between Osceola County Sheriff's Office and Emergency Management Agency with issues relating to the Secondary Road Department.
- Assist with evaluating, hiring, and disciplining personnel. Review and approve time off requests.
- Coordinate with and follow direction of County Engineer in completing assigned projects and tasks.
- Identify material and equipment needs for maintenance operations.

MINIMUM QUALIFICATIONS:

An Iowa Department of Transportation Certified Technician in Concrete and HMA.

Over six (6) years of experience is required. Must have an understanding of road design, construction, and maintenance procedures. Must possess basic computer skills and the ability to learn and understand new software applications as needed.

Work requires the ability to calculate material usage and needs, projects design and payroll.

Evaluate performance of subordinate employees. Recommend development opportunities and oversee training program. Oversee discipline and work with Union to provide high quality work and work environment.

Meet with residents to discuss participation in maintenance projects, explain maintenance procedures, investigate and respond to complaints and ensure compliance with state and county policy.

Meet with contractors, negotiate work limits, time compliance, material compliance, and cost.

SPECIAL NECESSARY REQUIREMENTS:

Live within Osceola County

Valid Driver's License

Valid CDL or ability to obtain prior to hire

Must pass a County physical examination which includes a drug test after offer of employment

Regular work attendance required

Salaried position with on-call work required outside of normal business hours

Applications may be obtained at the Osceola County Engineer's Office or online at www.osceolacountyia.org and must be returned to the Osceola County Engineer's Office, 300 7th Street, Sibley, Iowa no later than 4:00 p.m. on October 27, 2017.