

**WHITESIDE COUNTY HIGHWAY & PUBLIC WORKS DEPARTMENT  
18819 LINCOLN ROAD  
MORRISON, IL 61270  
PHONE: (815) 772-7651  
FAX: (815) 772-4870**

**EMPLOYMENT OPPORTUNITY**

for

**Assistant Highway Superintendent**

**POSITION**

The Whiteside County Highway Department is looking for individuals for the position of **Assistant Highway Superintendent**.

**QUALIFICATIONS & REQUIREMENTS**

Must be a resident of Whiteside County and poses a current class "A" or "B" CDL license and a high school diploma or equivalent plus 4 – 5 years experience in highway maintenance. Must be able to lift **25 – 75 lb.** objects.

**APPROVED WORK TIME**

Normal working hours are 7:00 AM to 3:30 PM – Monday through Friday. Requires ability to be available 7 days a week, including holidays, on a 24-hour call-in basis.

**MAJOR DUTIES**

- 1) Assesses, organizes & schedules county road maintenance projects to determine the equipment, materials and personnel needed to complete the work; monitors daily work schedules assigned to crews; ensures all safety procedures are enforced; performs daily inspections of work, equipment, manpower and time; ensures all time and expense sheets for each project are completed properly.
- 2) Directs snow removal; tracks incoming storms and inspects roads; determines the need for plowing/sanding major roads and intersections; on call 24 hours per day, 7 days per week.
- 3) Assists in interviews and makes hiring recommendations for road maintenance personnel; plans, schedules and assigns work; instructs and trains in correct methods; checks and approves work; reviews and evaluates employee performance.
- 4) Assists in development of departmental budget by developing and recommending maintenance requests including capital equipment purchases, materials, training and associated costs.
- 5) Schedules personnel, including recommending approval of vacation, sick leave & call back for crew personnel.

- 6) Supervises the maintenance of road surfaces through stabilization, resurfacing or reshaping dirt, gravel and paved road surfaces; locates utilities; coordinates additional manpower or equipment.
- 7) Inspects roads, culverts, bridges and ditches to determine maintenance needs.
- 8) Maintains proper drainage on county roads; cleans drainage ditches, installs and/or replaces culverts in driveways and county roads.
- 9) Meets with the public to respond to questions and resolve problems concerning the county's highway system.
- 10) Trains skilled and unskilled workers in safe operations of equipment.

PAY

The position is a Grade 32 (\$33,162.74 - \$58,034.79) and is exempt to FLSA.

TO APPLY

Applications are available at the Office of the Whiteside County Highway Department, 18819 Lincoln Road, Morrison, IL 61270. Applications will be accepted through 4:00 P.M. on **Monday, November 1<sup>st</sup>, 2010 at the Highway Office.** Interviews will be scheduled after November 1, 2010. Questions are to be directed to Steve J. Haring, Whiteside County Engineer at 815-772-7651.

**Closing date: November 1, 2010**

Posted 10/13/10