Public Works Director / County Highway Superintendent Position Opening

Adams County is accepting applications for the position of County Highway Superintendent. Applicants must hold a Class A or B Nebraska Highway Superintendent License and a Bridge Inspector license is preferred. Please review the job description for a detailed list of duties, requirements and additional qualifications. Applicants may apply by sending a completed Adams County Application (available at www.adamscountyne.gov), a cover letter and resume to:

Adams County Clerk
Attn: Personnel
500 W 4th St Ste 109
Hastings, NE 68901

Required resume information:

1. An outline of at least ten years of work history in the field of road/bridge maintenance & construction
2. Size/number of crew members worded with and/or supervised
3. Experience with project planning and budgeting
4. Experience as a department head; including employee appraisals, material and equipment purchase, interactions with the public
5. List of three references with contact information whom applicant has worked with in the field of road/bridge maintenance and construction
ADMINISTRATIVE CLASS
PUBLIC WORKS DIRECTOR/HIGHWAY SUPERINTENDENT

Examples of Duties:

Plans, directs and coordinates the construction and maintenance program for all County roads and bridges; is responsible for project estimation, project and equipment bidding, work scheduling, manpower projections, equipment maintenance and replacement, and purchasing and stockpiling of materials.

Prepares and submits annual budget to the County Board, establishes and maintains fiscal management records, and assures that all operations stay within budget limitations. Reviews work in progress to assure that specifications are being met and reviews completed work for technical soundness, quality and compliance with contracts. Directs road and bridge supervisors in construction and repair operations, directs land surveying operations and recruits work crews. Represents the Public Works/Highway Department in public meetings and in negotiations with other public agencies and private organizations.

Directs the preparation and maintenance of comprehensive records and reports on the County road system. Interviews and hires personnel in all functional areas.

Requirements:

Knowledge of the organizational and operational needs of a County road department; knowledge of road and bridge design, construction and maintenance; hydraulics, knowledge of the methods, materials and practices used in road and bridge work, including snow removal; knowledge of the methods and practices of land surveying; and skilled in the safe and efficient operation and maintenance of heavy construction and related equipment.

Ability to plan, schedule and direct the operation of a County road department, ability to determine full compliance with contracts, specifications and applicable laws, and ability to establish and maintain effective relations with public officials, private organizations and the general public.

Pre-Employment Requirements:

Knowledge of the design and construction of County roads and bridges; knowledge of materials and equipment used in construction and maintenance of bridges and roads, hydraulics, and knowledge of land surveying techniques. Knowledge of federal, state and local laws and ordinances pertaining to county highways and bridges.

Ability to schedule and supervise County road work, ability to read blueprints and specifications, ability to inspect road and bridge work, and ability to deal effectively with associates and the general public.

Must be able to operate a personal computer and have the ability to learn the software applications currently in use (i.e. Windows 95, Microsoft Office Products, Excel, Signview).

Special Requirements:

Licensed to operate a motor vehicle in the State of Nebraska. Licensed as a County Highway Superintendent in the State of Nebraska. Licensed as a Bridge Inspector by the State of Nebraska and the Federal Highway Administration.

This position is to be considered a Safety Sensitive Position.
County Flood Plain Administrator

The flood plain Administrator is responsible for implementing the County’s local floodplain ordinance and ensuring the County is complying with the minimum NFIP standards and enforcing the locally imposed higher standards as adopted. Works directly with the Zoning Administrator for permit reviews near or within the designated floodplain areas.

**Duties:**

- Require, review, and evaluate floodplain development permit applications for all development located in a Special Flood Hazard Area (SFHA). This includes minor development (fences, accessory structures, grading, etc.) that may not require building permits.

- Provide information related to the Base Flood Elevation and answer general questions about floodplain/floodway boundaries.

- Review elevation certificates for completeness and accuracy. Identify deficiencies before accepting as part of a development application.

- Review development plans and specifications for compliance with the floodplain ordinance.

- Discourage development in the flood plain when alternatives are possible and restrict development in the floodway (if allowed by local ordinance) to that which will not cause a rise in the elevation of the base flood. Review engineering analyses to ensure local regulations are being met.

- Advise applicants of other State, federal or local permits or approvals that may be necessary when developing in a SFHA.

- Notify FEMA of any changes to watercourses.

- Inspect flood plain construction to verify location relative to the floodplain/floodway and ensure compliance with local floodplain ordinance.

- Educate community members and local officials about floodplain management.

- Ensure building officials are fully aware of building code requirements related to floodplain development.

- Maintain complete documentation and records of all floodplain activities. Records should be maintained indefinitely. Records include Elevation Certificates, Base Floodplain elevations, No Rise certification, Letter of Map Amendments (LOMA & LOMA-F).

- Investigate violations of the floodplain ordinance and initiate corrective action.

*Duties listed above are under the Adams County Highway Superintendent*