

## **Terrell County Road & Bridge Superintendent Job Description**

The Superintendent answers directly to Commissioners Court and files a report of past months activity at the regular meeting of Commissioners Court the 2<sup>nd</sup> Monday of each month. Also, files proposed work schedule for the upcoming month.

The Superintendent has the responsibility & over site for the following areas of the county:

- County Road maintenance.
- Sanderson Street maintenance.
- Maintenance parks and ground of all county facilities including pool, ball park and Clinic.
- Weed control on drainage ditches and airport.
- Equipment inventory, maintenance and repair of vehicles.
- Street structure repair and replacement.
- Assist in special functions.
- Landfill maintenance and sanitation requiring certification.
- Payroll information for all Road & Bridge Employees-timesheets, overseeing drug screening for CDL & employees.
- The Road superintendent shall be responsible for hiring and firing of R & B employees, subject to approval by Commissioners Court.
- The Superintendent is responsible for the over site of Road & Bridge Department employees.

Increase Responsibility to encompass:

Manager of Town Pool including:

Over site of lifeguards.

Training & Scheduling of lifeguards.

Day to day responsibilities for operation of pool.

Daily fee money given to Treasurer's Office.

Required to obtain a Certified Pool Operator license (CPO).