



## **JOB DESCRIPTION: ROAD AND BRIDGE SUPERINTENDENT**

**Department:** Administration

**Reports To:** County Administrator

**Appointed By:** County Administrator

**Approved By:** Board of Commissioners

**FLSA Classification:** Exempt

**Pay Range:** \$101,000 - \$109,000/DOQ

**Prepared By/Date:** Dennis Bugg, Human Resources Technician, August 28, 2025

**Approved By/Date:** Travis Anderson, County Administrator, August 28, 2025

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### **SUMMARY OF POSITION:**

Directs the Road and Bridge Department.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Prepares annual budget in cooperation with the County Budget Committee. Responsible for staying within the adopted and appropriated budget during the fiscal year.
2. Prepares annual road priority schedule for review by the Board of County Commissioners.
3. Ensure that personnel and materials are available to perform Road & Bridge projects.
4. Gathers information on projects and prepares estimates by prioritizing and documenting needs. Prepares construction and maintenance project lists and submits them to the County Commissioners and County Administrator. Reviews completed projects or projects in progress to ensure that projects are on schedule and that work performed meets specifications. Prepares project budgets and ensures projects stay within budget.
5. Attends mandatory Monthly County Commissioner meetings and presents Road & Bridge Superintendent report.
6. Listens to citizens' complaints, investigates, and takes appropriate action.
7. Informs citizens about projects underway.
8. May attend community meetings on behalf of the County.
9. Attends and participates in CARSE, CCI, CDOT, and other groups related to Road and Bridge functions.

10. Prepares various reports for state and federal agencies.

11. Reviews the special use permits.

12. Performs related work as required.

**Education/Experience:**

- High School diploma or GED is required.
- A bachelor's degree in civil engineering, business, construction management or an APWA Designation of PWM or PWE is desirable, or any equivalent combination of education and 7 years of experience working in a supervisory capacity for a road & bridge or public works department, or related road construction experience, and including administrative experience.

**License:**

- You must possess a Colorado Driver's License within 30 days of employment.
- Possession of a valid Colorado Class A Commercial Driver's License is preferred.

**Technical Skills:**

Excellent public relations skills. Ability to develop project cost estimates. Ability to work as a team member with County Administration, Finance, and other departments and elected officials. Ability to plan and coordinate projects. Good understanding of budgets. Ability to evaluate and purchase products. Keeps current on applicable laws and changes in legislation. Ability to manage and supervise people. The Road & Bridge Supervisor must possess excellent technical and managerial skills to construct and maintain a variety of roads classes such as dirt, gravel, chip seal, and pavement.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in both an office environment and outdoors with exposure to weather conditions, heat, cold, dirt, water, noise, and construction hazards.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical effort required to operate heavy machinery. This is a FLSA exempt position. Must be able to work irregular hours when necessary.

**Organizational Relationships:**

Supervised by the County Administrator. Supervises Road and Bridge employees, including authority to hire, reassign, discipline, and discharge employees.

**Communications:**

Communicates with department employees, the County Administrator, and County Commissioners. Communicates with town officials, school, and fire departments. Communicates with local contractors, vendors, and the general public.

**Benefits:**

Vacation and Sick Leave accrual. Retirement, Medical, Dental, Eye and Life Insurance Available. Paid Holidays.

**Probation Period:**

The first 6 months of your employment will be a probationary period. During this time, the company will assess your performance, conduct, and overall suitability for your role. Successful completion of the probationary period will lead to a transition to regular, permanent employment.

**USE OF THIS JOB DESCRIPTION*****THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or for other reasons deemed appropriate by the County. Montezuma County is an Equal Opportunity Employer, and drug free workplace.

I have received the Road & Bridge Superintendent job description. I understand that I am to become familiar with its contents.

**Reviewed with employee by:**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: County Administrator Date: \_\_\_\_\_

**Received and accepted by:**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: Road & Bridge Superintendent Date: \_\_\_\_\_