PUBLIC NOTICE

JOB ANNOUNCEMENT OPPORTUNITY
DEKALB COUNTY
Road Department

November 17, 2026

Application closing Date: December 1, 2026

Position: SUPERINTENDENT

Job Summary:

Supervises and coordinates the daily operations of the Road Department, along with the Area Crew Leaders, and under the general supervision of the County Engineer. The department consists of both skilled and semi-skilled workers using all types of vehicles, tractors, trucks and equipment. The Superintendent makes technical and/or difficult daily operational decisions based on such factors as emergency needs, availability of equipment, manpower, funds, materials, etc. All Area Crew Leaders report to the Superintendent. The Superintendent shall have oversight of all personnel matters within the Department. CDL licensure is preferred, but not necessarily required.

Prospective hire will be subject to a pre-employment drug screening and a criminal background check.

Pay Scale: Grade 10A ($28.27/hour to $40.67/hour)
Starting pay commensurate upon experience

Benefits:
Blue Cross Insurance
State Retirement Plan
Paid Holidays
Vacation and Sick Leave

Interested Applicants should direct inquiries to:

DeKalb County Engineer's Office
111 Grand Avenue SW, Suite 115
Activities Building
Fort Payne, Alabama 35967
(256) 845-8584

DEKALB COUNTY
JOB DESCRIPTION

Job Title: Superintendent

Department: Road

Description Prepared: November 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	County Engineer
Subordinate Staff:	All Road Department Employees
Other Internal Contacts:	Other Department Employees
External Contacts:	General Public; Utility Companies; Vendors; Suppliers

Job Summary

Under the direction of the County Engineer, the employee supervises and coordinates the daily work of the Road Department employees and all work projects undertaken by the County. Determines project priorities. Works with Engineer to develop budget for fiscal year. Administers budget; makes purchases for the department; maintains department records and reports. Uses truck tractor and lowboy trailer to move heavy equipment, if needed and if qualified.

Job Domains

A. Supervision

1. Supervises maintenance shop employees
2. Prioritizes maintenance projects
3. Supervises parts warehouse employees
4. Supervises road crew employees
5. Monitors work in progress and makes changes when necessary
6. Inspects completed work for compliance with specifications
7. Instructs new employees on county department rules, regulations, policies, and procedures
8. Conducts new hire evaluations, in conjunction with the Engineer
9. Recommends disciplinary action as needed

10. Verifies employee time sheets
11. Purchases all office equipment and road building materials
12. Purchases all road maintenance equipment, trucks, and vehicles, in consultation with the Engineer

B. Planning and Administrative Duties

1. Prepares cost estimates for paving projects and road projects
2. Prepares daily report of project activities including equipment used, employees' hours and daily costs
3. Sets project priorities and assigns to road crew
4. Ensures that expenditures remain within budget
5. Responsible for creating/updating rules, in consultation with the Engineer
6. Reports to Engineer on work in progress and projects to be completed
7. Answers questions form county residents; explains what department is responsible for in the maintenance and repair of county roads and bridges
8. Coordinates road crew work with utility companies regarding relocation of pipes, wires, cables, etc
9. Provides recommendations on priority needs
10. Supervises annual bituminous surface treatment projects
11. Responds to citizen's complaints
12. Responds to after-hour and inclement weather emergencies; coordinates required responses with Area Crew Leaders

Knowledge and skills and abilities

(*Can be acquired on the job)

1. Ability to communicate effectively with co-workers, state and federal agency employees
2. Writing skills to take field notes, write reports and recommendations
3. Reading skills to interpret technical manuals and construction plans
4. Ability to use survey instruments
5. *Knowledge of county and department rules, regulations, policies and procedures
6. Ability to direct and supervise the work of others
7. Knowledge of heavy equipment usage and operation
8. Knowledge of road maintenance and construction procedures and methods
9. Math skills to calculate fractions and percentages, add, subtract and multiply

Other Characteristic

1. Possess a high school diploma or equivalent with at least five years experience in supervising, directing and managing construction crews
2. Ability to work outdoors in extremes of weather conditions
3. Ability to work outdoors for extended periods of time
4. Ability to travel to attend training and workshops

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, or shields

Physical Demand

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity