



**MADISON COUNTY  
SECONDARY ROAD DEPARTMENT  
1105 E. COURT AVE.  
WINTERSSET, IOWA 50273  
PHONE - (515) 462-1136 / FAX - (515) 462-2506**



TODD R. HAGAN, P.E.  
COUNTY ENGINEER

MIKE HACKETT, P.E. & P.L.S.  
ASSISTANT ENGINEER

KERRY STAPLES  
OFFICE ASSISTANT

JOSH JOHNSTON  
MAINTENANCE SUPERINTENDENT

**SHOP SUPERINTENDENT**

**for the Madison County Secondary Road Department.**

Requirements: must have 4-years mechanic experience with heavy equipment and truck repairs and experience with supervision of others. Valid Class A CDL. Must pass a pre-employment drug test. Apply at the Madison County Engineer's Office, 1105 E. Court Ave., Winterset, IA, or send request for an application and job description to [secondaryroads@madisoncoia.us](mailto:secondaryroads@madisoncoia.us), or visit [www.madisoncoia.us](http://www.madisoncoia.us).

**DEADLINE: 4:30 PM, WEDNESDAY, JUNE 16, 2021.**

MADISON COUNTY  
POSITION DESCRIPTION

**Position:** Shop Superintendent

**Reports to:** Maintenance Superintendent

**Department:** Secondary Roads

**Revision Date:** July 2006

---

General Summary

Supervises and coordinates skilled mechanical repairs of trucks, pickups and heavy equipment; performs mechanical duties, performs related work as required.

A. Essential Functions

1. Sets up job assignments, equipment required and the hours needed for completion.
2. Maintains the parts and oil inventory. Orders parts and oil as needed.
3. Loads and unloads materials.
4. Selects and recommends equipment or modifications for sign, drainage and bridge crews.
5. Maintains service records.
6. Prepares purchase orders for parts, oils, and outside equipment repairs.
7. Assists Maintenance Superintendent and County Engineer in writing equipment specifications.
8. Washes equipment, cleans shop and performs yard work as needed.
9. Performs mechanical, electrical and hydraulic work as required.
10. Drives to location of breakdown to diagnose and repair equipment.
11. Performs other work as required.
12. Schedules and is responsible for all supervised personnel.
13. Is responsible for maintenance of shop and office building.

B. Physical Demands

Carries and lifts up to 100 pounds. Must have eye-hand-foot coordination. Must have manual and finger dexterity. Must have good vision. Prepares work schedules for all shop personnel under his supervision. Assists in the writing of equipment specifications.

C. Cognitive Demands

Mechanical aptitude required. Must have considerable knowledge of the operation of heavy equipment engines, transmissions, and hydraulic parts. Analyze equipment and diagnose malfunctions. Communicate extensively with staff.

- D. Work Environment and Equipment  
Works in the shop 75% of the time. Spends 25% of the time outside. Incumbent is required to be included in the on-call rotation. Wears protective clothing to prevent mechanical and electrical hazards and inhalation of dangerous fumes and odors. Uses various tools and equipment necessary to make repairs.
- E. Supervision of Others  
Supervises and prepares daily work schedules for the following descriptions, Welder/ fuel supply person, Mechanic I, Mechanic II, and Dispatcher.
- F. Entry Qualifications  
Must possess a high school diploma or GED. A Commercial driver's license with the tanker and hazardous materials endorsement is required. Must have at least five years of experience of working on heavy equipment.
- 

1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
4. Job descriptions in no way state or imply that the description includes every duty To be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.