

NOV 16 2021

Fulton County
Arkansas

RESOLUTION NO. 2021- 10

WHEREAS, the Quorum Court of Fulton County, Arkansas, desires to create the position of Fulton County Road Superintendent.

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF FULTON, STATE OF ARKANSAS THAT:

Job Description:

The County Road Superintendent for Fulton County shall work for and report directly to the County Judge. The Road Superintendent shall monitor and manage all employees, equipment and resources of the County Road Department. He or she will be the primary manager of the shop, equipment assignment and employee scheduling.

The Shop. The county shop will be the primary location for storage, repair and exchange of county equipment. The Superintendent shall get input from the mechanic and equipment operators to order supplies and parts to keep the department running smoothly. The superintendent can temporarily reassign employees to fill needs in related areas.

Equipment. The Road Superintendent will be responsible for monitoring the use and wear of all equipment. He/she will work to budget for replacement of large items, and the timely purchase of common replacement parts/equipment. Any equipment taken or driven to an employee's home should be cleared through the Superintendent.

Employees. The employees of the Road Department shall work to ensure the maintenance and safety of the county roads. The Road Superintendent has the authority to assign or reassign tasks to individuals who have the needed skills. The Superintendent should know the capabilities of all employees and reassign employees only to tasks for which they have been trained and/or are qualified to perform. She or he should be familiar with relevant state labor laws and restrictions.

Supervision. The Superintendent shall monitor performance of employees and give regular and appropriate feedback and may establish an evaluation system (the results of the evaluations shall be placed in the employee's personnel file). When it is determined that training is needed, and is available the Superintendent can remove an employee from the work rotation to send them to or have them take training.

Training. The Superintendent has the authority, with the Judges approval, to enter into a contract for training/lodging if expenses are required or to assign a county vehicle and fuel for travel if needed for training.

Authority. The Road Superintendent shall have the authority, with the Judges approval, to fire road department employees who are noncompliant, and to seek and hire their replacements. The Superintendent may also, through the Judge and Quorum Court, identify and make changes to the procedures of the road department, and propose changes to the policy as needed (to the County Personnel Policy Committee).

Initial hiring procedure. Upon hiring new personnel, it will be the Superintendent's responsibility to drug test, evaluate and train them as needed. All new employees shall be on a 90-day probationary period, after which time their performance will be evaluated again by the Road Superintendent.

Salary. The position's salary will fall between \$34,000 and \$37,000 per year, as set by the Quorum Court.

Hiring Process:

- 1) The job description shall be approved by the County Judge and Quorum Court.
- 2) The position shall be publicly advertised with a closing date and hiring date.
- 3) Applications will be taken and reviewed by the County Judge.
- 4) The Judge will select a qualified candidate from submitted applications and make an offer which includes the salary.
- 5) If the position is accepted, the process is complete. If not, the next candidate will be approached. If a suitable candidate is not in the remaining pool, the search may be re-advertised.
- 6) When an individual is hired the Judge will accompany that person to the county road shop and read the job description to all employees and ensure that everyone understands the Road Superintendent's responsibilities and authority and post a copy of the job description in a conspicuous place at the county road shop.

11/15/2021

DATE

Vickie Bishop

ATTEST: VICKI BISHOP, FULTON COUNTY CLERK

we

GARY CLAYTON, FULTON COUNTY JUDGE

