

**JOB TITLE:** Pavement Maintenance Superintendent

**LOCATION:** Billings, MT

**STATUS:** Hourly/exempt

**Job Description:**

This position requires the direct supervision of crews from scheduling thru production and completion of pavement maintenance projects including seal coat, slurry seal, crack fill and patching.

**Essential Duties and Responsibilities:**

- Ability to schedule maintenance crew efficiently
  - Ensures the safety of crew members and the public who may interact on jobsites.
  - Monitor projects to keep within budget and on time.
  - Train new crew members.
  - Calculates required quantities for project and tracks these job quantities and reports to office.
  - Tours job sites to ascertain progress in meeting time schedules, to detect insufficient utilization of workers and equipment, ensure materials are being applied correctly to verify compliance with contracts and to supervise the job.
  - Supervises and coordinates crew activities, studies production schedules, and estimates work requirements for completion of job assignment.
  - Maintains time and material records necessary to complete daily job costing, prepares progress reports of material used and adjusts work schedule accordingly.
  - Recommends measures to improve production methods, equipment performance, product quality and crew performance.
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- **Qualification/Requirement**
  - 3-5 Years experience in a related field
  - Solid knowledge of plans and specifications
  - Positive leadership skills
  - Must have strong work ethics.
  - Ensure a safe work environment in compliance with all safety policies and procedures.

**NOTE**

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Hardrives Construction reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).