



TOWN OF HOCHATOWN POSITION DESCRIPTION

TITLE: ROADS SUPERINTENDENT
DEPARTMENT: STREETS
REPORTS TO: TOWN ADMINISTRATOR
OPEN DATE: 12/12/2025

SALARY: DOQ \$60,000 - \$70,000
LAST UPDATE: DEC 8TH 2025
FLSA DESIGNATION: EXEMPT
CLOSE DATE: Until Filled

Application Process:

Interested candidates should email a detailed resume and cover letter outlining relevant experience and vision for building the fire department from the ground up. All emails should be sent to Jobs@Hochatown.gov with a subject line of "Roads Superintendent Application – [YOUR NAME]".

DEFINITION:

This is a unique opportunity to help build the Town of Hochatown's Public Works and Roads Division from the ground up.

Under the direction of the Town Administrator, the Roads Superintendent is responsible for planning, organizing, and directing the Town's roadway maintenance, transportation infrastructure, right-of-way management, drainage systems, construction projects, and assisting the Town Administrator with long-term capital planning. This position provides administrative direction and leadership for roads-related operations through effective supervision of staff, contractors, vendors, and maintenance activities.

Key responsibilities include establishing operational standards, developing and managing budgets, coordinating road rehabilitation and improvement projects, overseeing emergency response related to road conditions, implementing best practices for safety and compliance, and ensuring the Town's road network meets the needs of residents, visitors, and businesses. The Superintendent will also collaborate with Town leadership, county partners, and state agencies to support responsible development, connectivity, and infrastructure sustainability throughout Hochatown.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the incumbent(s). Incumbent(s) may not be required to perform all duties and may be asked to perform position-related tasks not explicitly listed.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Town Administrator.
- Exercises direct supervision over all Roads/Public Works personnel, contractors, seasonal workers, and any administrative staff assigned to the Roads Division.

ESSENTIAL FUNCTIONS:

Strategic Planning & Policy Development

- Develop and implement policies, standard operating procedures, and maintenance schedules for all Town roads, rights-of-way, drainage systems, signage, vegetation control, culverts, and easements.
- Establish long-term capital improvement strategies, including road reconstruction, surfacing, drainage upgrades, and traffic safety enhancements.
- Recommend and implement roadway standards that align with best municipal practices and Oklahoma statutes.

Operational Oversight

- Manage and coordinate daily roadway maintenance, including asphalt repair, gravel maintenance, ditching, drainage improvements, tree/brush clearing, and snow/ice response.
- Conduct routine inspection of Town roads to identify hazards, deterioration, and infrastructure needs.

- Develop a systematic road rating and classification system to prioritize projects and budget allocation.

Budget & Asset Management

- Prepare, recommend, and manage the annual Roads Division budget, including staffing, equipment, materials, contracts, and long-term capital needs.
- Oversee procurement of equipment, vehicles, culverts, materials, and supplies; ensure cost-effective operations.
- Maintain accurate records, work orders, inventories, and preventive maintenance schedules.

Construction & Project Management

- Plan, manage, and oversee municipal road construction projects, including contractor coordination, bid specifications, timelines, and quality control.
- Collaborate with engineers, surveyors, utility companies, and developers to ensure compliant infrastructure development.
- Support subdivision review and development processes by providing technical recommendations to the Town Administrator, Planning Commission, and Board of Trustees.

Emergency & Public Safety Coordination

- Lead the Town's roadway response during storms, flooding, winter weather, and emergency incidents impacting transportation routes.
- Coordinate with Fire, Police, OEM, McCurtain County, ODOT, Choctaw Nation, and utility providers to manage hazards and ensure safe access.

Regulatory Compliance

- Ensure adherence to federal, state, and local regulations related to roadway construction, ADA accessibility, stormwater, environmental standards, and right-of-way management.
- Enforce Town ordinances related to easements, culvert/tin-horn standards, encroachments, utilities, and driveway installations.

Public Communication & Customer Service

- Serve as the primary public contact for road-related concerns, providing timely and professional responses.
- Communicate proactively with residents, businesses, short-term rental owners, and visitors about road closures, maintenance schedules, and major projects.
- Provide clear reports and recommendations to the Town Administrator, Board of Trustees, and Planning Commission.

Staff Leadership & Development

- Recruit, train, supervise, and evaluate roads personnel.
- Foster a culture of safety, accountability, teamwork, and high-quality service delivery.
- Develop training programs for equipment operation, maintenance standards, and safety compliance.

Interagency Collaboration

- Work closely with McCurtain County Commissioners, ODOT, Choctaw Nation, engineers, and utility providers to coordinate regional infrastructure planning and maintenance.
- Represent the Town in meetings, conferences, and joint-agency initiatives.

ADDITIONAL DUTIES:

- Any other duties as assigned by the Town Administrator.
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TRAINING AND OTHER REQUIREMENTS:

- Five (5) years of experience in roadway maintenance, construction, public works, or a related field; supervisory experience preferred.
- Knowledge of roadway materials, heavy equipment, drainage systems, and safety standards.
- Valid Oklahoma driver's license; CDL strongly preferred or required within a specified timeframe.
- Ability to obtain state-required certifications related to roadway maintenance, stormwater management, traffic control, or other relevant fields.

- Experience with GIS, asset management systems, or municipal infrastructure software preferred.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of roadway construction, asphalt/gravel maintenance techniques, culvert installation, drainage engineering basics, and right-of-way management.
- Strong leadership, decision-making, and problem-solving skills.
- Ability to develop budgets, prioritize projects, and manage complex operations.
- Strong communication and public engagement abilities.
- Proficiency in reading engineering drawings, maps, and specifications.
- Ability to work collaboratively with elected officials, staff, contractors, and the public.

PHYSICAL ABILITIES:

- Ability to perform physically demanding tasks including lifting, operating heavy equipment, climbing, bending, and long periods of outdoor work.

PHYSICAL DEMANDS:

- Frequent standing, walking, lifting, driving, and operating machinery in variable weather conditions.

EQUIPMENT AND TOOLS UTILIZED:

- Heavy equipment such as graders, loaders, backhoes, dump trucks, skid steers, tractors, chainsaws, and maintenance tools.
- Computer, work order systems, GIS tools, radios, and communication equipment.

WORK ENVIRONMENT:

- Mix of office, shop, and frequent outdoor field environments; exposure to heat, cold, dust, noise, traffic, and hazardous conditions.

MISC. JOB DETAILS:

Benefits may include medical insurance, sick leave, vacation accrual, paid holidays, bereavement leave, and other benefits as determined by the Board of Trustees. Reasonable accommodation may be made for qualified individuals with disabilities. This job description is not an employment contract. The Town Administrator may modify it at any time.

The Town of Hochatown, Oklahoma, is an Equal Opportunity Employer.