



Quay County Government
300 South Third Street/PO Box 1246
Tucumcari, New Mexico 88401
Phone: 575-461-2112 Fax: 575-461-6208

EMPLOYMENT NOTICE

Quay County is now accepting applications for a **Full-time Unclassified/At-Will ROAD SUPERINTENDENT UNTIL FILLED.**

Road Superintendent duties include but are not limited to:

- The applicant serves as a working leader and plans, directs and coordinates the team operation, maintenance and construction activities of roads; reviews and analyzes reports, records, directives; works as a team member with department heads and employees to obtain data required for strategic planning; consults with Manager and consulting Engineer as necessary to ensure adherence to State of New Mexico Specifications on construction projects.
- The applicant assigns and delegates responsibilities for specified or functional activities and disseminates policy for employees.
- Gives work direction, resolves problems, prepares schedules, and sets deadlines to ensure timely completion of work.
- Monitors, analyzes costs and prepares departmental budget.

Minimum Requirements:

- Must possess a valid New Mexico Driver's License with no DWI's in the past 3 years
- Must be at least 18 years of age
- Have a High School Diploma or GED
- Submit to a post offer pre-employment drug and alcohol test and physical.

Applications and job description may be obtained from the Quay County Manager's Office at 300 S. Third Street, 3rd Floor, Tucumcari, NM 88401 during normal business hours Monday – Thursday.

Quay County is an Equal Opportunity Employer.