



<p><b>POSITION DESCRIPTION</b></p> <p><b>Roads Department Assistant Manager</b></p> <p><b>FLSA Status: Exempt</b>  <b>Classification: Professional</b>  <b>Salary Grade/Band:</b></p>	<p style="text-align: right;"><b>10 June 2015</b></p> <p style="text-align: right;"><b>Reports to: County Commissioners</b>  <b>Revised:</b>  <b>Human Resources Initials: _____</b></p>
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<p><b>POSITION PROFILE</b></p> <p>Performs a variety of administrative and supervisory tasks related to coordinating day-to-day field operations including construction and maintenance of county roads, bridges, culverts and flood channels. Oversees departmental development and contribution into county-wide GIS system.</p> <hr/> <p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To ensure work performance, effective time management practices, and attention to detail.</li> <li>• To maintain a safe and clean environment.</li> <li>• To adhere to best safety practices and comply with OSHA and other local and federal mandates.</li> </ul> <hr/> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Assists to coordinate departmental projects with U.S. Forest Services, Bureau of Land Management, State Highway Department, Army Corp. of Engineers, Special Service Districts, school districts, cities, townships, mine developments and other agencies as is necessary to expedite completion of the same.</li> <li>• Attends various meetings with government entities, private landowners, public planning, other county departments and represents the department; assists in decision-making processes affecting the operation of the department and commitment of departmental resources.</li> <li>• Participates in overall departmental public relations activities; responds to public complaints and inquiries, investigates, makes recommendations for necessary repairs and estimates completion dates.</li> <li>• Recommends departmental budget; administers departmental budget and directs procedures to assure compliance with established budgets; assures all equipment purchases, requisitions, supplies and materials conform to departmental needs and goals; monitors departmental auditing process.</li> <li>• Performs ongoing surveying of county roadways; identifies areas needing maintenance; assesses possible timeline for needed maintenance and makes recommendations for projects; utilizes GPS equipment and survey equipment to document landmarks and road system; computer enters details essential for the development and maintenance of GIS system; ensures compliance with GASB-34 road inventory requirements.</li> <li>• Assigns work crews to specific projects; implements work schedules; inspects work in progress to assure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to; assists record keeping of all work performed, hours</li> </ul>
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worked by individual employees, time records for departmental payroll, leave records, etc.; conducts performance appraisals; may initiate disciplinary actions as needed to correct deficiencies in field personnel.

- Assists to oversee departmental purchasing and requisition program; establishes working relationships with vendors; monitor vendor pricing to assure fair and consistent charges; participates in the bid process; assists in developing bid specifications; negotiates with vendors to secure fair pricing for quality materials and equipment.
- Coordinates daily departmental public relations activities; responds to public complaints and inquiries, investigates, determines necessary repairs and estimates completion dates.
- Operates heavy equipment as a member of a crew in emergency situations or as needed to instruct and train personnel.
- Performs other related duties as required.

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent;
- Three (3) years of experience performing the above or related duties; or
- An equivalent combination of education and experience.

### **LICENSES AND CERTIFICATIONS**

- A valid and current CDL Class A with general and airbrake endorsements.

### **SKILLS/ABILITIES**

- Thorough working knowledge of vehicle operation and safety procedures;
- Working knowledge of fundamental construction and maintenance procedures;
- Knowledge of field/operator safety;
- Professional interpersonal communication skills;
- Ability to work safely and accurately;
- Develop effective working relationships with elected officials, professionals, the public, and coworkers.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Ability to give and follow detailed oral and written instructions to employees.
- Communicates in person and by cell or two-way radio.

### **REASONING ABILITY**

- Ability to communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a department engaged in a variety of construction projects related to road and bridge systems.

- Visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately.
- Develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

**PHYSICAL REQUIREMENTS**

- Majority of work is performed on the road or on work sites hauling materials with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with road work sites and working with/around other vehicles and tools. Work environment can be very loud.
- Regularly operates heavy/light trucks.
- Frequently lifts and/or moves objects weighing up to 80 pounds such as tools, equipment, supplies, etc.
- Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, and enter and exit from vehicles.
- Manually operates department vehicles, tools, and equipment.

**HAZARDS**

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.