

Uintah County

Job Description



Title:	Road Department Manager	Code:	105
Division:	Administration	Effective Date:	3/07
Department:	Road	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	39

GENERAL PURPOSE

Performs a variety of **managerial, administrative and supervisory** tasks related to planning, organizing, directing, and coordinating the construction and maintenance of county roads, bridges, culverts and flood channels.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides general supervision to Assistant Superintendent, Administrative Assistant, Crew Leaders, Shop Foreman, and Signing Supervisor and other Road Department positions. Delegates responsibility to subordinate supervisors and lead workers when necessary.

ESSENTIAL FUNCTIONS

Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations and develop cooperative solutions to common problems and goals; develops action plans for communication, advocacy and defense of administrative policy.

Coordinates 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, private enterprise and other agencies as is necessary to expedite completion of the same.

Directs overall departmental public relations activities; responds to public complaints and inquiries, investigates, determines necessary repairs and estimates completion dates.

Recruits, hires, disciplines, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment; establishes priorities for equipment repair and purchase.

Oversees quality assurance through field inspections on various contracted projects; appraises contractors and staff of performance standards as necessary; discusses procedural options as needed to solve problems; coordinates problem follow-up inspections to assure compliance.

Oversees property acquisitions; secures right-of-ways and supervises the design, engineering and construction of roads, bridges, drainage systems and road sign installation; analyzes projects and determines quantity and quality of materials necessary and orders the same if not readily available; oversees departmental materials and equipment inventory control functions; establishes bid specifications for competitive pricing and buying.

Determines project priorities, establishes work schedules and deadlines; inspects work in progress to assure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc.

Prepares and 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.

Directs and coordinates departmental risk management program in cooperation with county auditor; assures proper insurance coverage for equipment, operators, passengers; assures proper coverage for liability, errors and omissions; directs the maintenance of departmental safety program.

Monitors federal funding programs; assures proper application for special grants and allocations; assures receipt of entitlements such as highway tax and other programs; assures compliance with terms and conditions of funding programs, contracts and grants.

Supervises county signing program in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and other applicable standards; supervises construction and work zone signing, i.e., barricades, flashing lights, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus two (2) years of specialized training related to basic civil engineering, public works construction management or related field;

AND

B. Eight (8) years of general road and bridge construction and maintenance experience, two (2) years of which must have been in a position equivalent to that of foreman or crew leader;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of blueprints, grades, machinery, materials, and methods on constructing roads, bridges, drainage systems, culverts; etc. of principles of supervision and worker motivation; general accounting principles and practices; budget development and control programs; safety standards related to road and bridge construction; hazards common to heavy equipment operation; equipment maintenance and repair standards; engineering/architectural design development procedures, cost analysis and scheduling practices. **Working knowledge of** engineering processes and procedures; engineering principles and methods; civil engineering standards; current construction methods, practices, materials, tools and equipment.

Skill in the operation of heavy mechanized equipment as required by the position.

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.

3. Special Qualifications:

Must possess or be able to acquire a valid Utah Class "A" Commercial Drivers License (CDL).

Must be able to pass ICC physical and maintain medical certificate.

Must be flagger certified or be able to attain certification when required.

Must be able to comply with applicable county and departmental policies and safety standards.

4. Work Environment:

Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to the performance of daily job functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile or heavy equipment required in job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

I _____ have reviewed the above job description. Date: _____
(Employee)