

Uintah County

Job Description



Title:	Assistant Road Department Head	Code:	106
Division:	Administration	Effective Date:	3/07
Department:	Road	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	32

GENERAL PURPOSE

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.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Road Department Head.

SUPERVISION EXERCISED

Provides general to close supervision to crew leaders and close to general supervision to other road department positions.

ESSENTIAL FUNCTIONS

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.

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.

Participates in overall departmental public relations activities; responds to public complaints and inquiries, investigates, makes recommendations for necessary repairs and estimates completion dates.

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.

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.

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 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.

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. Five (5) years of general road and bridge construction 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:

Considerable 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.

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, reaching or lifting. 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 operation of 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)