

Sierra County Road Department:

Position Title: Road Director

Department: Sierra County Road Department

Overtime Compensation: Not eligible See Personnel Policy, Ordinance No. 16-009

Holiday Pay: Not eligible See Personnel Policy, Ordinance No. 16-009

F.L.S.A.: Salaried Employee, See Personnel Policy, Ordinance No. 16-009

Reports to: County Manager

DISTINGUISHING CHARACTERISTICS

This is the management level position. Employees in this class are assigned responsibility for planning road use, and solid and liquid waste needs for the future, coordinating and directing work, expensing multiple funds; implementing appropriate risk management practices to protect staff, the public and organization; and for organizing and supervising staff.

MINIMUM REQUIREMENTS:

1. High School diploma or GED.
2. Bachelor's degree in Engineering or Business Administration preferred.
3. Three years experience in public works or road construction management preferred. Minimum of three years experience in management.
4. Valid New Mexico driver's license.
5. Knowledge and understanding of government activities, preferred.
6. Commercial Drivers License (CDL) will be required within six (6) months of employment.
7. Good written and oral communication skill in English.
8. Ability to perform the essential duties as listed below.
9. Ability to work in the work conditions described below.
10. Ability to work with equipment, tools, and materials listed below.

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities are preferred:

1. Materials, methods, procedures and protocols of road maintenance and construction work and the maintenance and operation of related equipment and vehicles.
2. OSHA and other health and safety regulations, requirements and practices as they relate to road construction and maintenance, and solid and liquid waste operations.
3. The Manual of Uniform Traffic Controls, and related Federal, State and County laws, regulations, rules and ordinances related to the road construction, and landfills and liquid waste, and equipment employed in road construction and maintenance.
4. Principles and methods of supervision and management including work planning, organization, and delegation; employee counseling, performance appraisal, documentation and discipline; problem solving and conflict resolution; and employee selection, development and training.
5. Topographic maps, road plans, profiles, and construction specifications.
6. The function of streets and highways, including the movements of people and goods, providing access to property, and related area drainage systems.

7. Operation of personal computer and other general office equipment sufficient to complete required administrative duties.
8. Direct, coordinate, supervise, perform and instruct others in all facets and levels of road work, solid and liquid waste, and fleet maintenance.
9. Implement departmental goals, objectives, policies, procedures and programs.
10. Plan, supervise, assign, and evaluate the work of others, and train, counsel and/or discipline subordinates.
11. Estimate resources needed to complete road construction and maintenance projects.
12. Inspect existing roads, identify potential problems and determine corrective action required; prepare related reports based on identified issues and assign priority ranking for budgetary consideration.
13. Read, interpret and explain to others specifications, plans and profiles used in road construction, maintenance and traffic control and other related activities.
14. Train subordinate staff in and implement appropriate safety practices and techniques.
15. Perform mathematical calculations required in construction, maintenance, and time and equipment records and reports.

ESSENTIAL DUTIES:

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Oversees the administrative daily functions for assigned team and plans road maintenance and construction projects, solid and liquid waste operations, and fleet maintenance including estimating, securing and scheduling personnel, materials, and equipment required in a cost effective manner; develops road annual construction/maintenance and solid and liquid waste plans.
2. Performs the full range of supervisory tasks, including selecting, training, developing, counseling and evaluating employees; recommends and/or takes disciplinary action as appropriate.
3. Primarily responsible for long-range and short-range planning and coordination of the County's public works program. Shall assist in developing policy governing the scope and direction of services provided.
4. Develops, updates and trains staff relative to methods, procedures and protocols related to County road construction, road maintenance, emergency response, and safety; ensures safety practices are in compliance with Federal, State and County regulations, laws and ordinances; holds regular safety meetings with staff.
5. Advises, directs, supervises and/or assists staff, and may participate in road maintenance work, such as difficult projects and tasks, patching and resurfacing, preparing sub-grades, installing culverts, cleaning ditches and moving earth.
6. Reviews, responds, updates, and completes final disposition of requests for service regarding road maintenance activities in area of responsibility.
7. Prepares correspondence; establishes and updates project management documentation; reviews spreadsheets, reports, permits, plans and other documents; and performs other administrative duties using a personal computer.
8. Inspects roads and facilities to evaluate unsafe conditions and ongoing maintenance needs.
9. Maintains and prepares reports related to estimates, labor, materials and equipment.
10. Will meet and confers with other government agencies and members of citizens' groups involved with public works issues, upon the request of the County Manager.
11. At the request of the County Manager, will represent the County Manager at commission meetings, intergovernmental or legislative meetings, administrative hearings or courts of law, board committees or staff meetings.
12. Develops, implements, and monitors department budgets. May formulate recommendations on policy, legislation, and budgetary impact for review and approval of the County Manager.
13. Researches, reviews, and analyzes current governmental trends and legislation in the public works area.
14. Advises and assists the County Manager.
15. Other duties as assigned.

PHYSICAL FUNCTIONS:

1. Ability to lift up to 60 lbs. occasionally (i.e. up to one-third of work day), from ground to waist level. Ability to lift up to 30 lbs. frequently to constantly (i.e., from one-third up to entire work day), from ground to shoulder level.
2. Ability to sit up to four hours at one time, and up to seven and one-half hours total per day.
3. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.
4. Ability to climb in and out of equipment cabs at least six times daily at estimated height of six to seven feet.
5. Ability to crouch, kneel, and remain in a prone position for up to 30 minutes at one time, and up to one third of work day.
6. Ability to bend at waist and twist/rotate waist if necessary for up to one-third of work day.
7. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
8. Ability to push/pull arms with a force of up to 5 lbs. For up to four hours at one time, and seven and one-half hours total per day. Ability to push/pull with arms with a force of up to 50 plus lbs while performing labor work.
9. Ability to use hands and wrists to screw/unscrew oil caps and filters as part of maintenance routine.
10. Ability to maintain balance while climbing in and out of equipment cabs.

WORKING CONDITIONS:

1. Temperature depends on weather conditions.
2. Worker is exposed to intermittent noise and vibration factors.
3. Worker is exposed to exhaust fumes, dust, and mists.
4. Work is conducted primarily during daylight hours.
5. Work is performed on even or uneven terrain, while both operating equipment and performing general labor work. Surface may be wet or dry, on hard surfaces or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.
6. Work hazards include gas/electrical lines, and exposure of skin to gasses and fumes.
7. Worker primarily performs duties with one or two other workers.

NOTE: This job description is designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager, job duties can increase and/or decrease.

Approved and hired this _____ day of _____ by:

County Manager

Human Resource Director

Employee