

JOB DESCRIPTION: **DIRECTOR, ROAD DEPARTMENT (ROADMASTER)**

DATE: 09/14/2017

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Road	CLASSIFICATION:	469
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Road Department for Columbia County. Responsible for planning, organizing and directing the activities of the Departments.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Departments. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop, implement and ensure compliance with policies, procedures and standards for road work operations to ensure quality maintenance and construction.

Plan and coordinate the daily work schedule of the various Road Department personnel so as to obtain maximum production while maintaining high standards of quality to ensure that the Department is operating expeditiously and economically.

Perform visual inspections of the County road system and other related public works facilities for scheduling necessary repairs or regular annual maintenance; inspect any possible hazardous conditions and take immediate corrective action.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Keep abreast of the safety rules and regulations to insure that work is being performed in a safe manner; instruct and supervise Departmental employees regarding proper safety methods.

Ensure that all work done by Road Department crews complies with the specifications and standards of the Oregon Department of Transportation.

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Develop and maintain accurate inventory records of all equipment, materials and supplies purchased by or assigned to the Department.

Supervise the issuance of permits for underground utilities, heavy hauling, access approaches, etc.

Prepare and file with the Board and the Bureau of Labor and Industries a list of every public improvement that the County plans to fund in the budget period, identifying each improvement by name and estimating the total onsite construction costs; ensure that adequate plans and specifications be developed with estimated unit costs as required by the State.

Supervise the maintenance of a complete and accurate cost accounting ledger on all road work performed by the County in accordance with the model guidelines developed by the State Executive Department reflecting unit costs of each classification of which work will be used to make cost estimates and deciding whether to perform the work by contract or by force account; report final project costs to the Board and post to the Fixed Asset Ledger.

Identify needed future Departmental capital expenditures with relative priorities and methods of financing within the framework of the budget and projected revenues; write specifications and bid requests for all the materials, supplies and equipment purchased by the Departments.

Work with the Board in administering County road regulations, such as (a) regulating traffic in such a manner that it is compatible with the State's traffic laws and public concerns; (b) controlling the placement of utilities on the County road right-of-way; (c) developing ordinances that may be necessary to address needs on the County road system.

Maintain liaison, coordination and cooperation with relevant State and federal agencies.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise 5-10 employees, including 5 line supervisors, who supervise additional staff of 25-35 employees.

- Ensure that Departmental plans and goals are effectively communicated throughout the Departments so that individual work plans maintain progress toward Departmental goals.
- Fulfill role as appointing authority for Departments to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

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SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Seven years of progressively responsible experience in the field of Civil Engineering (specifically road construction and maintenance) which includes at least two years of experience in a supervisory capacity. Possession of a Bachelor's degree from an accredited college or university in Civil Engineering, Public Administration or a related field. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of civil engineering principles and practices in relation to the construction and maintenance of County roads, bridges and related facilities. Thorough knowledge of all materials, methods and equipment used in road or bridge construction, maintenance or repair. Considerable knowledge of the laws and rules governing the safe operation of all road construction and maintenance equipment. Thorough knowledge of safety practices and procedures. Extensive knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Departmental activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Organize and supervise the efficient and economic performance of a heavy load of

maintenance and construction work involving a substantial number of workers and involving several specialized production techniques.

■ Work through a crew leader and maintain high production and quality standards and high morale among all employees.

DESIRABLE QUALIFICATIONS: Possession of Professional Engineer designation in the State of Oregon in accordance with ORS 672.002 to 672.035.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license with an acceptable driving record.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Majority of tasks involve minimal physical demands, such as moving boxes, files, equipment, etc., typically weighing less than 20 pounds. Work in the field may necessitate the movement of materials in excess of 60 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. Field work will expose position to all weather conditions and a wide variety of terrains.