

LINN COUNTY CLASSIFICATION

TITLE: ROAD DEPARTMENT OPERATIONS MANAGER

NUMBER: 281

APPROVAL ORDER

PAY RANGE: 25

NUMBER: 2013-398

CATEGORY: MANAGEMENT/EXEMPT

DATE: December 3, 2013

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manages Department maintenance operations including road and bridge maintenance and construction, limited equipment maintenance and the procurement and use of aggregate material resources. Supervises general operation of Maintenance Divisions; recommends staffing patterns; assists with development of the Department budget; reviews employment actions including discipline issues within the Maintenance Divisions; works with Roadmaster to set Department policy; may represent the County on road/bridge issues, at public meetings and with other government agencies; acts as the operational assistant to the Roadmaster.

SUPERVISION RECEIVED: Works under the direct supervision of the Roadmaster who provides policy guidelines, establishes priorities and evaluates performance for conformance to policy and effectiveness.

SUPERVISION EXERCISED: Exercises supervision over all Maintenance Division Supervisors. Assists in the selection of new personnel, provides for training, schedules leaves of absence, evaluates performance, responds to grievances and recommends personnel actions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Direct road and bridge construction and maintenance personnel and coordinate with the Roadmaster and administrative support staff. Direct Departmental functions in the absence of the Roadmaster or as assigned.
2. Coordinate activities of Department Divisions to insure plans and schedules are completed on time. Assists Division Supervisors in establishment of procedures and methods of maintenance and construction of roads and bridges.
3. Assist in the development of safety and training programs for road and bridge maintenance and construction personnel; enforce safety policy and the proper use and care of equipment.
4. Recommend assignment of equipment to Divisions in order to optimize project completion; schedule the use of shared resources within the Maintenance Districts. Recommend procurement of new equipment and assist in developing equipment specifications; assist with preparation of requests for quotes and evaluation of proposals.

5. Respond to emergencies, complaints or inquiries regarding road problems and take appropriate action. Participate in the inspection of roads and bridges and help establish priorities for maintenance and construction; assist the Roadmaster with the preparation of project estimates for budgeting purposes.
6. Assist with the procurement of materials for road maintenance and construction; supervise the operation and processing of materials from County owned or operated material sources. Assist in preparation of specifications and bid documents for aggregate and asphalt; assist with preparation of requests for quotes and evaluation of proposals. Assist in obtaining right-of-way for road construction and drainage purposes.
7. Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
8. Assist with negotiation of labor agreements; interpret and apply Collective Bargaining Agreements, attempt to resolve grievances.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or may be a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of materials, methods and equipment used in road and bridge construction, maintenance and repair. Thorough understanding of the principles and applications of engineering and management techniques as applied to road and bridge construction and maintenance. Considerable knowledge of the layout, construction and condition of county roads. Considerable knowledge of the laws and rules governing the safe operation of all road construction and maintenance equipment.

Considerable skill in supervising and managing road and bridge maintenance personnel, planning projects and evaluating performance.

Ability to prepare records and reports. Ability to plan and direct the work of Maintenance and Construction Division personnel. Ability to communicate effectively, both orally and in writing. Ability to work through subordinate supervisors and maintain high production and quality standards and high morale among all employees. Ability to estimate material and

labor needs for individual and general projects. Ability to use a personal computer including spreadsheets, databases and other management systems.

EXPERIENCE, EDUCATION AND TRAINING: Six years of progressively responsible experience in road/bridge construction, maintenance and repair with two years of experience in a supervisory capacity; Bachelor degree from an accredited college or university with major coursework in construction management, civil engineering or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in an office environment and outside at field work sites in all weather conditions. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects, tools or controls, and reach with hands and arms. Must be able to lift up to fifty (50) pounds.