Position Summary:
Plans, directs and manages the routine and emergency roadway work in an assigned area of unincorporated Pacific County. Supervises crews between six (6) and ten (10) regular employees with peaks of twenty (20) employees, including leadmen, equipment operators and road service workers. Supports labor relations activities. Advises and assists with policy and program planning. Administers contracts, conducts special analyses, and monitors inventory.

This position will require both a field and an office setting. Field work will require traversing rough terrains, lifting and pulling up to 100 pounds, and may occur during inclement weather.

Scope of Responsibility:
24-hour responsibility for organizing and supervising emergency repairs and regular maintenance of the county’s road system in unincorporated North or South Pacific County. Records labor, special project activities, and materials and equipment usage. Participates in developing departmental policies and programs. Establishes and maintains working relationships to maintain harmony and solves problems affecting various operations.

Direction is received from the (Assistant) County Engineer with activities reviewed for adequacy of judgment, achievement of results, and compliance with regulations. Operates with appreciable latitude for independent actions and decisions commensurate with demonstrated ability. Errors in judgment could result in substantial impact upon the county’s financial and legal status and its public and labor relations.

Typical Duties and Responsibilities:
Assists in developing the road construction and maintenance programs by patrolling assignment area, identifying needed road work, and advising the (Assistant) County Engineer of new construction and major repairs needed. Reviews proposals and recommends for approval. Coordinates plans with priorities.
Prepares and maintains various worksheets and reports to keep management informed about assigned operations. Examines project breakdowns and conducts analyses for program revision. Prepares and submits annual performance report including projects achieved, delayed or canceled, together with equipment and materials used or needed in future periods.

Schedules on a daily, weekly, monthly and annual basis and initiates and directs road system repair and maintenance including: roadway, bridge, guardrail, and sign repair; ditch and drainage system installation, cleaning, and replacement; sanding, snow and ice control, and slide removal; vegetation control; and storm warning and repair.

On a 24-hour basis, responds to emergency calls and takes necessary steps to restore or maintain public safety and minimize property damage.

Assigns and schedules personnel and other departmental resources. Certifies time reports and approves annual (vacation) and medical (sick) leave requests. Evaluates performance of subordinate personnel. Counsels personnel on career development and deficient work performance.

Prepares estimates and coordinates inter-area use of personnel and equipment for special maintenance projects.

Prepares and implements safety, operating and development training plans. Promotes job-oriented skills and monitors worksite safety. Provides direction for “Better Management Practices”. Evaluates operational and administrative problems and determines proper action to resolve difficulties.

Solicits and evaluates quotes for supplies and tools and for private equipment rental. Recommends purchases and repairs necessary to maintain adequate inventory and equipment.

Develops and maintains record of road signs and markings. Supervises installation, repair and replacement of signs and markings to assure compliance with Federal and State signing standards and county policies and procedures.

Receives and investigates road system complaints. Responds and tracks responses in written format. Answers inquiries and requests for service.

Evaluates requests for work within public road rights-of-way. Inspects locations and determines probable effects. Sets conditions and specifications for restorations, including bonding required. Approves permits or denies applications, subject to appeal. Prepares and presents restoration acceptance and bond release reports. Recommends alterations of the permitting policies.
Assists with labor relations procedures. Participates in strategy formulation. Recommendations policies and procedures for personnel programs. Must interpret collective bargaining agreements and other personnel-related documents.

Strives to improve as a public service manager and stay abreast with new maintenance techniques and environmental issues through education and professional association.

Performs related duties as assigned.

**Qualifications:**

Knowledge of principles of effective supervision; road design and construction standards; road work procedures and methods of permitting, bidding and purchasing, recordkeeping, environmental, and safety rules and regulations; use and limitations of equipment, tools, and materials in roadway work; engineering terminology; departmental policies and procedures; and the assignment area.

Ability to plan, develop and administer budgets and contracts; monitor costs and activities; plan, organize, and supervise roadway work involving a variety of simultaneous operations; read and comprehend drawings and specifications; plan, organize, supervise and evaluate work activities of subordinates in a manner conducive to proficient performance and high morale; institute and maintain proper safety measures and work practices; determine the effects of proposed work by others within rights-of-way; develop inventory control systems; recommends purchases and repairs; prepare reports; operate personal computers using word processing and spreadsheet applications; and communicate effectively in written and oral form with a variety of groups, agencies, and officials.

Requires good health. Must possess effective interpersonal skills to establish and maintain positive work relationships with crew members and departmental personnel, suppliers, and the general public. Must exercise tact and firmness, use discretion and courtesy, work under deadlines and pressures, and effectively represent the county in adversarial and stressful situations.