



CLASS SPECIFICATION FOR:

Road Construction and Maintenance Division Director

General Statement of Duties:

Provides administrative oversight for the budgets, planning, organization, direction, and coordination of construction and maintenance activities, including capital improvement projects (CIP), for all roadways adopted into the County's road system and related roadway related drainage; oversees and coordinates the division's event support and emergency/inclement weather response activities; does related work as required.

Distinguishing Features of Class:

An incumbent in this single position classification has primary responsibility for the condition of all County managed roadways and related drainage. Primary duties and responsibilities include administrative oversight of the division, including setting policies and procedures; management and supervision of division's management team and personnel; strategic short-term and long-term planning and related preparations and implementation necessary for ensuring the optimal condition of roadways managed by the County; analyzing data and resources to identify opportunities for improvement and resolve identified issues; determining resource and training needs; implementing approved strategies to support the County's and Department of Public Work's long-term goals; administrative oversight of the division's response to event support and emergency/inclement weather response to ensure safe roadway conditions; managing projects, including capital improvement projects; preparing the annual budget and managing the division within approved budget; planning, preparing and reviewing RFPs; and serving as the County's primary point of contact with the public, State and Federal agencies for roadway projects and issues. Serves under the general supervision and administrative direction of the Director of Public Works.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides administrative oversight to the division by planning, organizing, delegating, directing, and supervising the work of a large staff in all operational areas of responsibility (construction, maintenance, projects, drainage, facility management, etc.);
- Performs all supervisory responsibilities necessary to effectively staff and supervise division personnel which includes middle managers, first line supervisors and non-supervisory direct reports, and serves as a coach and mentor in the professional development of personnel in the division;
- Prepares and monitors the annual budget, spending plan and all expenditures for the division's assigned cost centers, including evaluation the effectiveness of expenditures and identifying options to ensure that funds are utilized in the most appropriate, efficient and cost-effective manner;
- Compiles and maintains a variety of data, prepares ad-hoc, departmental, and mandated reports and other documentation;
- Manages, designs or oversees the design, which includes plan review and making recommendations, for CIP and other corrective and restorative projects for roads and drainage for the County, and assists citizens and County Officials as needed with solutions to various issues related to roads and drainage;
- Reviews road and drainage conditions throughout the County, identifies conditions that need improvement, develops plans for improvement projects and work assignments, and assigns work and projects for completion;
- Manages or oversees a wide variety of special and capital improvement projects related to roads and drainage, which include work completed by County personnel, engineers and contractors;
- Prepares technical and other requirements for requests for proposals (RFP), participates in the bid review and selection process;
- Administrative oversight of the division's regulatory and environmental compliance efforts related to roads and drainage;
- Primary contact for citizens and County Officials for questions, concerns and issue resolution related to roads and drainage;
- Observes event support and emergency/inclement weather responses to ensure the division responds appropriately and performs safely and proficiently, may direct all activities for significant emergency and disaster incidents in highly unusual circumstances;
- Maintains effective working relationships with other County agencies, developing strategic partnerships to achieve departmental goals and objectives, including collaborating and interacting on a regular basis both orally and in writing as well as face-to-face;
- Represents the department at various local meetings, public meetings with County Officials and citizen groups, and with state, regional and federal partner and regulatory agencies;
- Serves as the Division's primary point of contact and representative at various meetings, on committees and at other activities, functions and events as assigned at the local, state, regional and national levels;
- Recommends, develops, implements and follows policies, procedures, and standard operating procedures and directives, includes ensuring compliance;
- Identifies laws, including proposed laws and proposed law changes, affecting division operations and internal policy, recognizes



CLASS SPECIFICATION FOR:

Road Construction and Maintenance Division Director

implications for the department, and notifies the Director of Public Works of impact and response options;

- Understands and is consistently accurate in interpretation and application of department and County policies and procedures;
- Maintains a comprehensive up-to-date knowledge and understanding of road and drainage construction and maintenance operations and the resources, personnel, department technology and department-specific equipment and resources utilized in support of department operations, as well as emerging new trends in operations, technologies and equipment;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles, practices, standards and regulations for roadway design, safety, construction and maintenance; extensive knowledge of road construction and maintenance materials and their use in roadway design, safety and construction; considerable knowledge of the use of road construction and maintenance equipment and machinery; ability to accurately prepare, read and interpret plans and specifications; sound working knowledge of local, state and federal regulations impacting and governing the division's operations; excellent organization skills with the demonstrated ability to plan and execute work effectively and to successfully complete assigned tasks and projects in a timely manner, within established deadlines, specifications, regulations and budgets; sound project development and management skills with the demonstrated ability to manage projects of varying size and complexity from concept to completion; ability to multi-task effectively; personal accountability, professional integrity and sound political astuteness; ability to read, and consistently comprehend, interpret, apply and communicate technical information, policies, procedures and related regulatory requirements accurately; sound judgement, critical thinking and problem solving skills with the ability to appropriately resolve a wide variety of questions and issues within established policies, guidelines, regulatory and other division-specific requirements and procedures; ability to research issues and identify viable cost-effective solutions; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; thorough working knowledge of relevant safety rules/regulations and accident-prevention practices; visual and hearing acuity sufficient to enable effective interactions, inspections and data collection; physical condition that permits safely traversing over varying types of terrain and worksite conditions, including in adverse weather conditions; sound working knowledge of the hazards associated with roadway and drainage construction and maintenance, including the required safety precautions to ensure the safety of self and others; ability to safely use all required personal protection equipment; sound inventory management skills; excellent interpersonal skills with demonstrated ability with the ability to interact professionally with diverse audiences of internal and external stakeholders and maintain effective working relationships; good written and verbal communication skills with demonstrated ability to communicate complex and/or technical information and ideas to non-technical audiences in easily understandable language/terms, both orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, all levels of County staff and Officials, regulatory agencies, partner agencies and contractors, and other relevant internal and external stakeholders; demonstrated ability to effectively plan, organize, delegate, direct, and supervise the work of a large staff in assigned area(s) of responsibility; sound math and financial skills with a sound working knowledge of the operating, financial, budgetary and purchasing systems of the Department of Public Works and County Government; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully, and with tact and courtesy with all internal and external stakeholders in order to appropriately address requests, needs and issues. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant field such as engineering or construction;

Experience: Eight (8) years of progressively responsible and relevant roadway project development and/or management or other relevant work experience, and minimum of four (4) of supervisory experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.
- May require a CDL to operate various County vehicles and equipment as needed.