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|---------------------|--------------------------|----------------------------|------------------------------------|
| Job Title:          | <b>Road Manager</b>      | Requisition #:             | <b>2k18-4-19</b>                   |
| Department:         | <b>Public Works</b>      | Status:                    | <b>Classified</b>                  |
| Revised Date:       | <b>9/1/2011</b>          | Job Code:                  | <b>5100</b>                        |
| Union Code:         | <b>Non-represented</b>   | Handles Confidential Info: | <b>No</b>                          |
| First Day to Apply: | <b>04/17/2018</b>        | FLSA:                      | <b>Exempt</b>                      |
| Last Day to Apply:  | <b>Open Until Filled</b> | Entry Wage:                | <b>DOE \$56,333.26-\$63,375.06</b> |
|                     |                          | Work Schedule:             | <b>Varied Days and Hours</b>       |

**GENERAL PURPOSE:** Under general direction, plans, manages, coordinates and administers the daily functions and activities of assigned crews and projects; assists with the preparation and maintenance of budget to control cost and efficiency; monitors and oversees expenditures; prepares required reports; conducts research and plans for the future; manages staff and resources, including planning for seasonal staffing; assists with safety and emergency staff training; ensures and maintains safe work practices; documents and coordinates operations with other agencies including bridges, mapping, facilities, and state inventory; issues and reviews requests for excavation permits on county maintained roads; remains current on new or improved technologies and processes; and performs other support functions as directed by the Director of Public Works.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's Degree in Engineering or related field, and five years of administrative experience in the field of public works management, that includes working knowledge of road construction, maintenance and repair, and working knowledge of the practices, procedures, and regulations of county street maintenance operations, safety enforcement, reporting and documentation requirements; that includes two years of staff supervisory and budgetary experience; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License; New Mexico Commercial Driver's License (CDL) license; ability to obtain other licenses and certification within a specified period of time after hire.

**This position is subject to random alcohol and drug testing in accordance with Sandoval County Personnel Rules and Regulations Article XIII Drug and Alcohol Policy and Testing- Drug Free Workplace**

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Director of Public Works and exercises supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains, and motivates staff; coordinates and/or provides staff training; manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.

## **JOB DESCRIPTION**

### **Road Manager**

- Assists in the preparation and creation of the department budget documents; may prepare and/or verify payroll documents; and assists with or supervises equipment/materials purchasing; and monitors inventory.
- Manages and coordinates project work done by the road maintenance crews with other county departments as needed; coordinates projects with state, federal BLM, Navajo Nation cities and villages; attends meetings with same to coordinate, discuss, and provide project information and status updates on work being done or schedule; and coordinates project work with Call One.
- Monitors, inspects, maintains, and orders inventory, equipment, and supplies needed to operate the department.
- Recommends and maintains computer, programs, applications, and training to ensure that technology is used to assist employees in doing their jobs as efficiently as possible.
- Plans for upcoming projects and seasonal requirements including ensuring that there are adequate seasonal operators, equipment and materials ready; schedules preventative maintenance and emergency repairs of equipment; and identifies problems and schedules repairs of problems associated with roads and drainage to ensure access on county roadways.
- Maintains responsibility for compliance with county safety programs and conducts periodic
- Inspections and schedules additional training as necessary/required.
- Responds to public inquiries, concerns, and complaints regarding the programs and activities and makes reasonable attempts to answer questions and correct problems; and responds to emergency events as needed; directs or refers callers to appropriate departments and/or supervisor if unable to respond to the question/inquiry.
- Prepares a variety of required or requested reports that provide information, project details such as scope, schedule, and timelines, project needs, and problems in order to keep management informed of project status.
- Ensures that all safety measures and training are made available to operators, supervisors and contractors; ensures operators attend all necessary training and information meetings; documents and writes summary reports of accidents and/or safety related issues and notifies proper department of the same.
- Regularly updates and ensures operators, supervisors and the Director are informed of progress on ongoing and upcoming projects; reviews project status for problems, quality or needs for projects or events; ensures that the project is satisfactorily completed as per request or plans.
- Participates in overall departmental activities as a member of the Public Works Director's management team and maintains responsibility for accurate and timely communication of management issues to employees and ensures that superiors are aware of employee concerns.

#### **Required Knowledge of:**

- Operations, services, and activities of a County Public Works Department and road maintenance functions.
- Materials used and methods and practices followed in road, drainage, and concrete construction and repair materials, equipment and procedures.
- Heavy and other related road construction equipment, construction sites, roadways/highways, and structures such as dams or levies.
- Safety standards, federal, state and county laws, ordinances and regulations pertaining to road, construction sites, drainage and bridge infrastructure.
- Efficient methods and procedures for scheduling and accomplishing road maintenance services.
- Manufacturer and equipment and vehicle manuals, repair manuals and parts purchasing catalogs.
- Pertinent federal, state, and local laws, codes, and regulations affecting area of assignment.
- Structure, organization and inter-relationships of county departments, agencies, and related governmental agencies and offices affecting assigned functions.
- Effective communication principles and practices.
- Principles and practices of governmental budget preparation and administration.
- Records management methods and techniques.
- Advanced project management practices and techniques.
- English usage, spelling, grammar, and punctuation.

## **JOB DESCRIPTION**

### **Road Manager**

- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Principles of supervision, training, and performance evaluation.

#### **Required Skill in:**

- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Using engineering survey instruments, determining types and causes of pavement failures and taking remedial action.
- Managing a work force involved with diverse projects in various locations.
- Reviewing, reading, analyzing, and interpreting various equipment repair and maintenance manuals and parts catalogs; and State Department of Transportation manuals for minimum standards of construction.
- Operating various road maintenance equipment and tools.
- Reviewing, reading and implementing engineering drawings and plans.
- Delegating authority and work tasks.
- Interpreting and applying applicable federal, state, and local policies, laws, and regulations.
- Analyzing and reviewing budgetary information to determine the impact on the assigned area and the County.
- Establishing, tracking and maintaining accurate files and records.
- Responding to inquiries and in effective oral and written communication.
- Supervising, leading, and delegating tasks and authority.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment with occasional work being conducted in the field.
- Occasionally is required to lift or carry items weighing up to 50 pounds; and regularly is exposed to large or working machinery, extreme weather conditions, potential physical harm, infectious disease, and hazardous chemicals when working outdoors in and around heavy equipment, vehicles and tools, inspecting structures or projects, and when conducting training.

I \_\_\_\_\_ (Print Name) have reviewed the above job description and understand that the **Essential Duties** describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date