



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Assistant Manager Road Maintenance Operations</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> X
	(Please check one)	
<b>REPORTS TO:</b> <u>Manager, Road &amp; Bridge</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>06/2019</u>
<b>DEPARTMENT:</b> <u>Road &amp; Bridge</u>	<b>JOB CODE:</b> <u>101</u>	

**SUMMARY:**

Provides overall management assistance to the Maintenance Operations Manager of Public Works, with special responsibilities in the areas of Fleet Management, bid specifications and procurement, safety and training, and facilities maintenance.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Plan, organize, direct, and review the operations of the Fleet Operations division. Plan, organize, and direct the servicing and maintenance of County vehicles and equipment. Ensure County vehicles and equipment meet operating and safety standards.

Manage and coordinate the purchase and replacement of county vehicle and equipment fleet, including research and data collection necessary to write appropriate bid specifications resulting in value procurement.

Maintain computerized maintenance/fuel record keeping system. Plan, organize, and direct the servicing and maintenance of three fuel sites. Serve as the electronic communications coordinator-plan, organize, and direct services and needs for all two-way radio, cellular, phone, and vehicle GPS systems.

Serve as the safety coordinator-plan, organize, and direct training requirements for all Public Works employees. Serve as the Emergency Management coordinator including planning, training, and emergency response activities.

Provide and manage facilities services/repair for approximately five County owned facilities.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Advanced knowledge of highway and bridge engineering plans and specifications.
2. Advanced knowledge of federal and state codes relating to highway and bridge construction and to workplace safety.
3. Advanced knowledge of human resource policies and procedures and current labor relations agreement.
4. Skill in managing and organizing labor workforce and in handling grievances and maintaining good working relationships.
5. Skill in working with engineering specifications and documentation and coordinating activities of contractors.
6. Skill in establishing and maintaining cooperative working relationships with the public, department staff, other County departments and the public.
7. Skill in communicating and organizing the work of maintenance crews and contractors to meet project goals and deadlines.

**PHYSICAL DEMANDS:**

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

**MINIMUM QUALIFICATIONS:**

Associate's Degree in Business Administration, Engineering, or a related field; two years of supervisory experience; knowledge of Underground Storage Tanks and the associated regulations; safety regulations, emergency management, vehicle equipment and parts, and experience in administration.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*