



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	Manager, Road Maintenance Operations	<b>NEW:</b>	X	<b>REVISED:</b>	
				(Please check one)	
<b>REPORTS TO:</b>	Director, Public Works	<b>FLSA:</b>	Exempt	<b>DATE:</b>	01/16
<b>DEPARTMENT:</b>	Public Works – Maintenance Operations			<b>JOB CODE:</b>	101

### **DEFINITIONS:**

With limited supervision, plans, manages and coordinates staff, financial, technical, and operational activities for the maintenance of County roads.

**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.)*

Manages the staff and operations of the road maintenance division; hires and oversees training of staff; evaluates performance and recommends disciplinary action, as necessary; sets priorities for ongoing maintenance activities; coordinates special and ongoing projects with the engineering and design division and with outside contractors; inspects work to ensure quality and compliance with County standards; prepares, monitors, and amends the annual operations and special budgets.

Develops and maintains public relations, responding to citizen inquiries; procures bid specifications and analysis for materials and services; plans, and organizes project development, prepares estimates and schedules.

Prepares and collects data for department reports; prepares maintenance and updates on fleet computing and work order systems; enforces employee policies and reports to file.

Collects GIS data and oversees map maintenance and updating; attends staff meetings and seminars; participates in staff development and review of benefits.

Participates in contract negotiations and grievance management with Union staff; organizes fleet management through life cycle analysis.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of highway and bridge engineering plans, documentation and specifications.
2. Considerable knowledge of federal and state codes relating to highway and bridge construction and to workplace safety.
3. Considerable knowledge of Boone County human resources policies and procedures, and of union contracts and negotiations.
4. Skill in managing and organized 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.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business Administration, Engineering or a related field; five years experience in road and bridge maintenance; three years management experience in construction and operations; experience with computer applications and training.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)