



Wallowa County Roadmaster (Public Works)

<b>WORKING TITLE:</b> ROADMASTER	<b>CLASSIFICATION:</b> ROADMASTER
<b>DEPARTMENT:</b> PUBLIC WORKS	<b>DIVISION:</b> PUBLIC WORKS
<b>PAY RANGE:</b> 10	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 5506
<b>PPE:</b> ATTACHED	<b>REVISION DATE:</b> May 2019

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Administers, supervises, plans, and directs maintenance, repair, and construction of roads and bridges under policies set forth by the Board of Commissioners. Work involves independent judgment in interpretation and use of ordinances and regulations regarding county roads and bridges and department programs. May have considerable contact with various local and state agencies as well as other county departments, private contractors, consultants and the general public. Work requires being on-call 24 hours a day and may demand working outdoors in inclement weather conditions.

**SUPERVISION RECEIVED:**

Works under the direction of the public works director and board of commissioners. Work is reviewed through periodic conferences, reports and overall results achieved.

**SUPERVISION EXERCISED:**

Exercises supervision over 15 full- and part-time road division employees through established organizational procedures. Supervision includes hiring and disciplinary action decision-making.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Provides direct and indirect supervision of all road division employees.
- Works with the public works commissioner and other public works division directors in developing long and short-range department goals and priorities.
- Coordinates activities of on-going road maintenance crews to insure plans and schedules are completed on time.
- Advises lead workers and road division crews in establishing procedures and methods of maintenance, repair and construction of roads and bridges.
- Advises the board of commissioner on road-related decisions.
- Assigns equipment to projects to optimize project completion.
- Confers with the shop maintenance supervisor to determine when equipment should be replaced.
- Reviews equipment bids received and recommends selected vendors.

- Participates in development of effective methods of job costing and works with crews for accurate feedback of time and material information.
- Encourages input from all crew members on methods for more effective and efficient ways to work and better delivery service to the county.
- Inspects county roads, bridges, and structures and establishes priorities for maintenance, repair, and construction, periodically as needed.
- Responds to questions, concerns and complaints from the public; reviews and approves or denies applications for utility installation, road access and egress.
- Oversees maintenance of complete and accurate records of all expenditures for maintenance, repair, construction, purchase and operation of road equipment and purchase of materials and supplies used in these activities.
- Prepares budget information, estimating materials and equipment needed and projects to be accomplished for the next fiscal year.
- Works with Public Works Executive Assistant and the Budget Officer in the preparation of the proposed department budget.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Methods, materials, tools, and equipment used in road and bridge maintenance, repair and construction.
- All road hazards and safety precautions necessary for safe operation of all road equipment.
- Principles and practices of organization and supervision.
- Principles and practices of municipal fund budgeting.

#### **SKILL IN:**

- Operation of road construction and maintenance equipment.
- The proficient use of Microsoft Suite, including Word, Excel and Power Point.

#### **ABILITY TO:**

- Plan, direct, and/or coordinate activities of professional, technical, operation and office support staff involved in a variety of road programs and projects.
- Make decisions and delegate responsibility.
- Establish, interpret, and apply policies and procedures.
- Analyze and resolve problems diplomatically.
- Organize resources to effectively and efficiently perform assignments.
- Interpret and apply State statutes and administrative rules and county ordinances regarding procurement of materials and equipment.
- Estimate material, equipment and labor needs for specific projects.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with the public works director, the Board of Commissioners, subordinates, other County employees and the public.
- Manage personnel, including hiring, mentoring and discipline along with HR.
- Understand and interpret plans, specifications and engineering documents.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Seven years of increasingly responsible experience in a variety of road and bridge maintenance, repair, and construction or engineering tasks, with at least two years of experience in a supervisory capacity. Course work and training in supervisory principles and practices may be substituted for up to one year experience.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent occasionally works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to members of the public's homes and meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, and hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*