

LINN COUNTY CLASSIFICATION

TITLE: COUNTY ROADMASTER
NUMBER: 290
PAY RANGE: 29
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2009-235
DATE: May 20, 2009

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, direct and supervise the construction and maintenance of roads and bridges under the policies set forth by the Board of County Commissioners and relevant statutes.

SUPERVISION RECEIVED: Works under the general direction of the Board of County Commissioners who outline board policy objectives and review performance for conformance with policy and assignments and for program effectiveness.

SUPERVISION EXERCISED: Exercises complete supervision over all County Road Department employees through established organizational procedures; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage the construction and maintenance of County roads and bridges. Provide direct or indirect supervision through subordinates of all County Road Department and Engineering employees.
2. Plan long-range and short-range goals for all Road Department divisions. Inspect all roads and structures and establish priorities for maintenance and construction. Coordinate activities of department divisions to insure plans and schedules are completed on time. Assist division supervisors in establishment of procedures and methods of maintenance and construction of roads and bridges.
3. Attend Board of Commissioners' meetings and advise on all road-related decisions.
4. Direct shop supervisor regarding maintenance of Road Department and other equipment; assign equipment to divisions in order to optimize project completion. Determine when equipment should be replaced and write specifications for new equipment; write specifications for materials and assure that materials are provided on schedule.
5. Schedule and coordinate applicable surveying and monumentation of county roads by County Surveyor. Update, verify and coordinate information with the Geographic Information System (GIS) Department. Assist in GIS design and management issues.

6. Work with County elected officials and department heads to coordinate road-related activities. Meet with County Counsel on legal matters concerning department activities. Meet with county citizens, other government entities, private developers and consultants to discuss and coordinate activities; promote public relations regarding Road Department issues.
7. Prepare budget information; estimate materials and equipment needed and projects to be accomplished for each fiscal year. Present budget proposals to Board and Budget Committee, review and monitor project cost accounting, estimate project costs, report project, budget, and other information to other agencies as required.
8. Serve as a management team member in negotiating union contracts; monitor for compliance; attempt to resolve grievances.
9. Direct the acquisition, establishment and vacation of rights-of-way for construction, maintenance and inventory purposes. Select material sources; obtain permits for rock quarry operations and other permits as needed. Supervise Road Department public contracting activities.
10. Serve as Chairman of Board of Directors of the Linn Regional Fueling Facility, a non-profit multi-agency organization for purchase and dispensing vehicle and equipment fuel. Responsible for the operation and maintenance of the fueling facility.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the layout, construction and condition of all county roads. Thorough knowledge of all material, methods and equipment used in road or bridge construction, maintenance or repair. Thorough knowledge of public administration including public relations, personnel utilization, budgeting, accounting and office management. Considerable knowledge of the laws and rules governing the safe operation of all road construction and maintenance equipment and public contracting.

Ability to organize and supervise the efficient and economic performance of a heavy load of road maintenance and construction work involving a substantial number of workers and involving several specialized production techniques. Ability to assemble and make clear and detailed cost and progress reports. Ability to work through subordinates and maintain high production and quality standards and high morale among all employees. Ability to estimate material and labor needs for an individual or general projects.

EXPERIENCE, EDUCATION AND TRAINING: Seven years of progressively responsible experience in a variety of road construction, maintenance or engineering tasks with a minimum of two years in a supervisory capacity and graduation from an accredited college or university with a Bachelor's Degree in Engineering or a related field, preferably supplemented by additional coursework at a post-graduate level in engineering, administration or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must possess a valid motor vehicle operator's license, acceptable driving record, and be registered (or be able to obtain registration within one year) as a Professional Engineer in the State of Oregon.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in an office environment and outside at field work sites in all weather conditions. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects, tools or controls, and reach with hands and arms. Must be able to lift and carry up to fifty (50) pounds.