



Division Manager - Road

Job Description

Department: Public Works
Position: Career Service
Starting Step: 51, Table 14
Supervisory: Yes
Reports to: Associate Director – Public Works

Summary

Under general direction, supervises, plans, and coordinates the activities of the Roads Division.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of the division including vegetation management activities under the Noxious Weed Act.
2. Make staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.
4. Supervise and correlate division involvement with volunteer groups and outside agencies.
5. Make maintenance and purchasing decisions for equipment, tools, and supplies within the division.
6. Assist in the preparation of the division budget and monitors and approves division purchase orders and expenditures.
7. Coordinate activities with contractors to ensure that all projects are completed according to specifications, plans, applicable codes, and the intent of the contract.
8. Supervise the construction, maintenance, and snow removal for County roads, bridges, culverts, gutters, sidewalks fences, and related facilities.
9. Order materials for division use including road gravel, chips, oil, salt and cinders, culvert pipe, and fencing.
10. Supervise all design, volunteer, private partner, construction, and maintenance projects within the division.
11. Respond to questions and complaints from the public concerning the County road system.
12. Respond to emergency situations on an on-call basis as assigned.

Knowledge, Skills, and Abilities

Knowledge of mechanical applications

Knowledge of road construction methods and techniques

Skilled in document composition

Skilled in reading, writing, and math

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Class Code: 2093

Class Title: Division Manager - Roads

FLSA: Exempt

Effective Date: 7/21/2017

Public Safety: No

Worker's Compensation: Roads

Background Level: II

Safety Sensitive: Yes

DOT: Yes

Skilled in interpersonal communication
Skilled in operating road construction machinery and heavy equipment
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to communicate effectively verbally and in writing
Ability to maintain files, records, and reports
Ability to coordinate multiple tasks efficiently
Ability to read blueprints, plans, and specifications

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Incumbent may be exposed to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This position requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to very loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is required lift supplies or equipment up to 80 pounds. This role is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

Position Type/ Expected Hours of Work

The employee must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Equivalent to a bachelor's degree in Construction Management or a closely related field

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2. Five (5) years of formal work experience performing road or heavy earth construction activities including two (2) years in a supervisory capacity

Additional Eligibility Qualifications

1. Applicants must possess a valid State of Utah commercial driver's license (CDL
2. Selected applicants must obtain Forklift Operator certification during the probation or trial period
3. Selected applicants are subject to and must pass a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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