

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRANSPORTATION ASSET MANAGER

Department: Office of the County Engineer
Pay Grade: 114
FLSA Status: Exempt
Job Class: 1283
Risk Code: 8810

JOB SUMMARY

Responsible for asset management, budgeting, financial planning and tracking, operational analysis, compliance, and maintenance of County maintained roadway and stormwater systems including responsibility associated with ensuring compliance with regulations.

ESSENTIAL JOB FUNCTIONS

- Supervises asset management staff, including conducting performance evaluations, interviewing prospective employees, and making recommendations to the County Engineer related to promotions, candidates for hire, and discipline.
- Oversees, interprets, and provides quality control of the compilation, maintenance, and editing of the department's asset inventory within geographic information and database systems.
- Performs spatial and tabular analysis. Provides for printed maps, illustrations, and other products.
- Oversees tracking of departmental inventory (assets, materials, and equipment) as well as coordinating of the inventory count and reconciliation of on-hand materials used by field personnel.
- Coordinates the department's budget preparation. Reviews departmental expenditures and Capital Project expenses.
- Provides updates to and maintenance of the Transportation Improvement Program (TIP), as well as other long- and short-range planning efforts focused on maintenance.
- Conducts research, analyzes large volumes of data, develops recommendations, and submits written and oral reports on a variety of special assignments.
- Administers the data associated with the pavement management system and determines, with assistance from technical staff, the appropriate maintenance or reconstruction methods.
- Leads department in preparation of business/strategic plans and performance objectives aligned with the strategic plan and with clear performance measures as well as performance benchmarks.

- Develops long-range plans and strategies for improvement of department policies and procedures.
- Works with IT concerning various matters and projects such as the ERP for Financials, Asset Management (EAM) and EnerGov.
- Serves on departmental team for Local Agency Program (LAP) grant compliance.
- Prepares bid documentation and scopes of work in coordination with other technical staff for road, drainage, bridge facility, utility, and other maintenance or construction projects.
- Administers and ensures effective management and implementation of design, construction, and maintenance contracts performed by private consulting firms and contractors.
- Prepares and presents reports to Board of County Commissioners and other groups.
- Evaluates complaints and issues related to asset maintenance and implements corrective actions.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
- Provides technical assistance for other County departments as needed.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct supervision over a moderate size staff. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public Works (Engineering), Business Analysis Management, or related field or equivalent; and four (4) years' progressively responsible experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Intermediate Temporary Traffic Control (TTC) Certification within twelve (12) months of appointment.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within three (3) months of appointment; and FEMA NIMS IS-300 and IS-400 Certifications within twelve (12) months of appointment.

- ArcGIS/ESRI certifications preferred.
- Registered Professional Engineer in the State of Florida preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, government regulations, financial reports, and legal documents.
- Ability to respond effectively to the sensitive inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed format and style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data in mathematical or diagram form.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to study work processes to determine most effective methods as essential tasks.
- Ability to develop and analyze complex financial spreadsheets and balance sheets.
- Knowledge of road and drainage design, construction, and maintenance.
- Knowledge of federal, state, and county laws, standards, and regulations for public works.
- Advanced knowledge of terminology, practices and techniques used in geographic information systems, database systems and Microsoft Excel.
- Ability to become knowledgeable and stay current in FDOT's Local Agency Program (LAP).
- Ability to analyze data, develop appropriate recommendations and solutions, prepare comprehensive reports, and meet deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee occasionally be required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will regularly be required to sit, and use hands to finger, handle, or feel, and frequently talk or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.