

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.

ROAD MAINTENANCE MANAGER

Department: Office of the County Engineer
Pay Grade: 113
FLSA Status: Exempt
Job Class: 1291
Risk Code: 5509

JOB SUMMARY

Responsible for the maintenance of the County Maintained Road System and for programming short and long-term operation and maintenance efforts through efficient scheduling, production, and allocation of materials, equipment, and personnel.

ESSENTIAL JOB FUNCTIONS

- Oversees the maintenance activities of the County Maintained Road System.
- Oversees the supervision and coordination of program efforts, including distributed allocation of projects, personnel, equipment, and materials. Assigns or delegates to Crew Leaders and others under charge.
- Plans and organizes work by evaluating conditions to determine which tasks should be performed in what order and what materials or information is needed.
- Ensures all inquiries and complaints are handled appropriately and in a professional and timely manner.
- Ensures that staff uses the most appropriate application, stand-by and storage of equipment and materials in order to efficiently complete projects. Verifies equipment set up procedures as specified in written manuals, procedures, or guidelines.
- Through performance evaluation, establishes objectives and associated goals for personnel under his/her supervision designed to achieve the most effective and efficient operation possible, recommending promotions, merit increases, demotions, and discipline.
- Participates in applicant interview processes and makes hiring recommendations. Approves timesheets and leave use.
- Participates as a member of management to assist in the development of long- and short-range goals for the section.
- Assists with the development of budget strategies, implementation plans, and resources needed to achieve goals.

- Ensures staff training requirements are met and that trainers and certifiers provide training in accordance with division policies and procedures. Promotes a safety culture and safe working environment.
- Ensures that staff is trained in current policies, procedures, codes, and ordinances.
- Oversees compliance concerning storage and disposal of hazardous and non-hazardous materials in accordance with laws and regulations.
- Ensures that the maintenance and upkeep of the substation building and maintenance yard, as well as the minor maintenance and inspection of substation vehicles and equipment, are routinely performed.
- Coordinates and aids Florida Law Enforcement with maintenance of traffic and detours.
- Coordinates with the Marion County Emergency Operations to aid in road-related hazards.
- Responds to emergency and after-hour calls on nights, weekends and holidays. May act in a command role or various support functions as needed during major incidents.
- Maintains documentation, in both written and electronic format, for all aspects of field response, including, but not limited to, service requests, work orders, material use, and equipment and vehicle logs.
- 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 of crew leaders and assigned employee workforces; indirect supervision over other substations. This 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, discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and six (6) years' experience in road construction and/or road maintenance; 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.

- CDL Class A license preferred.
- Florida Intermediate Maintenance of Traffic Certification within one (1) year of assignment.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within three (3) months of assignment.
- FEMA NIMS IS-300 and IS-400 Certifications within one (1) year of assignment.

- Hazardous Materials (40-hour course) within one (1) year of assignment.
- Erosion and Sediment Control Certification within one (1) year of assignment.
- CPR Certification within one (1) year of assignment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in the development of policies, programs, plans, or procedures.
- Ability to identify a problem, analyze the problem, and determine the best course of action or solution to resolve the problem.
- Knowledge of road maintenance equipment.
- Ability to plan, assign, monitor, and supervise the overall work efforts of field operations.
- Ability to remain calm in stressful situations.
- Ability to enter and retrieve information from a set database and use email and mapping tools.
- 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 very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk, hear, or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather 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.