

ROAD AND BRIDGE DIRECTOR

CODES/PAY RANGE

Class Code: 2317

EEO Code: A

Pay Range: C

MAJOR FUNCTION

Responsible management, administration, and supervision involved in the planning, scheduling, and directing of various public works projects concerned with the construction and maintenance of county roads and bridges.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, coordinates, assigns, and supervises employees engaged in road, bridge, and drainage construction and maintenance activities.

Coordinates construction and maintenance activities with other service groups and with other state and local agencies.

Conducts studies and develops new methods for improving road, bridge, and drainage construction and maintenance activities.

Responsible for work being completed in accordance with established schedules. Makes periodic and special inspections of road, bridge and drainage maintenance and construction projects.

Supervises the scheduling and coordination of manpower and equipment for public works projects.

Designs and implements measures for work standardization procedures.

Establishes and directs training programs to instruct employees in schedule utilization, work and safety methods.

Prepares and administers operating budget. Conducts staff meetings to plan and coordinate activities of subordinate units.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and techniques of planning, management and scheduling as they relate to civil engineering and public works projects. Knowledge of the methods, materials, and equipment common to road, bridge, and drainage construction. Knowledge of civil engineering

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practices as they pertain to road, bridge, and drainage construction and maintenance.

Ability to plan and supervise the work of supervisors, equipment operators, skilled and unskilled laborers in public works construction and maintenance activities. Ability to tactfully and effectively deal with the public, employees, and elected and appointed officials. Ability to analyze, evaluate, recommend, and present long range public works plans and programs.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Construction Management, Public Administration or related field, and five (5) years of experience in public works engineering and management in road construction and maintenance.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical journals, mechanical drawings and layout, manuals, and legal documents, financial reports, letters, reports, abstracts and evaluations. Ability to write reports, financial reports, evaluations, summaries, letters, memos, policies and procedures. Ability to perform shop math. Ability to analyze data and formulate conclusions. Ability to speak publicly and extemporaneously; conversant in theories and principle of discipline to layman.

Physical Demands: Sedentary work. Ability to see, talk, reach, pull, hear. Ability to traverse uneven terrain.

Environmental Demands: Generally inside work. Some exposure to noise, fumes, poor ventilation, and dust.

Revised 10/94