

TITLE: Assistant Road Director

RD/1-635

DEPARTMENT: Road, Fayette County

JOB SUMMARY: This position is responsible for the maintenance of Fayette County roads, bridges, and related infrastructure.

MAJOR DUTIES:

- o Hires, trains, directs, assigns, supervises, evaluates, and disciplines personnel.
- o Conducts annual employee reviews and performance appraisals; addresses personnel issues.
- o Responsible for the daily scheduling of work crews involved in road construction, maintenance, and repair.
- o Checks road crew work in progress; verifies compaction, sub-base, and base of roads on county projects and new subdivision developments.
- o Responsible for efficiency, job quality and compliance to specifications on all of the department's projects.
- o Manages the grading of new roads and repair, maintenance, and resurfacing of county roads, rights-of-way, and drainage structures.
- o Supervises drainage pipe and culvert installation.
- o Supervises the forming, pouring and finishing of concrete structures such as curbs, spillways and headwalls.
- o Coordinates emergency road repairs and maintenance and response to inclement weather conditions, including street closings and detours.
- o Inspects bridges and pipes for structural soundness.
- o Responds to citizen complaints and questions.
- o Enforces county policies, safety rules, and procedures.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.

- o Knowledge of road construction and maintenance techniques and County development regulations.
- o Knowledge of drainage principles, including proper installation procedures, concrete placement, formwork, and finishing.
- o Knowledge of Manual of Uniform Traffic Control Devices standards.
- o Knowledge of computers and job related software programs, particularly Microsoft Word, Excel and basic internet research.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Road Department Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county policies and procedures; local, state, and federal regulations; county development regulations, Department of Transportation construction standards, erosion control laws, OSHA regulations, and state and federal traffic control regulations.

COMPLEXITY: The work consists of varied management, supervisory, and road construction duties. Heavy traffic and inclement weather contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the repair and maintenance of the county's roadways. Success in this position provides safe and well maintained roads for county residents and visitors.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Crew Leader II (2), Crew Leader (4), Equipment Operator III (8), Equipment Operator II (9), Equipment Operator I (5), Sign Technician (1), Administrative Secretary (1), and Road Maintenance Worker (5).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of Level 1A Erosion Control Certification.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school degree. An associate's degree in a related field of study is preferred.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within

the division/department, usually interpreted to require three to five years of related experience.

- o Possession of or ability to obtain Level 1A Erosion Control Certification within 6 (six) months.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.