

ROADMASTER

GENERAL STATEMENT OF DUTIES: Coordinates and supervises department activities related to the construction and maintenance of roads and bridges under the policies set forth by the Board of Commissioners. Acts as liaison regarding some activities with other County departments and various transportation committees and organizations as is appropriate. Performs analysis of complex issues related to driveway and road standards as applied through the Coos County Zoning and Land Development Ordinance. Provides supervision by planning, prioritizing, assigning and monitoring work of support staff. Supervision also entails providing technical support and policy interpretation to staff when needed. Does other related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Board of Commissioners for conformance with policy and assignments.

SUPERVISION EXERCISED: Complete supervision over all County Road Department employees through established organizational procedures.

EXAMPLES OF PRINCIPAL DUTIES: Duties may include, but are not limited to, the following:

1. Organizes, plans, assigns and directs the work of the County Road Department in the construction, maintenance and repair of roads, bridges and related structures.
2. Coordinates the preparation of all paperwork associated with State and Federal programs for projects and bridge replacements.
3. Oversees annual reports of the detailed activities of the County Road Department and other periodic reports as are required by the Board or as may be required for efficient operation of the department.
4. Prepares and coordinates the short-range and long-range construction and maintenance programs based upon sound principles and tailored to meet anticipated budget allocations.
5. Prepares annually a budget for review by the Board of Commissioners and Budget Committee.
6. Certifies payments for all highway expenditures for labor, materials, equipment and contract work.
7. Supervises all work of the County Road Department and contract work and certifies completion as to plans and specifications.
8. Confers with the Board on matters of policy, work programming for other departments and outside agencies and budget.

9. Supervises and participates in inspection of construction projects to determine workmanship and compliance with specifications; assigns and assists in the acquisition of rights-of-way.

10. Meets with individuals and groups to discuss any matter of highway or area problems.

11. Keeps currently informed on all matters pertaining to work through studies, meetings, association membership and attendance at special programs so that the county will have the benefit of the knowledge of the best practices being used in the county highway management.

12. Knows and actively enforces all county and departmental policies, rules and procedures.

13. Develops policies to aid in efficient operation of department.

14. Oversees issuance of permits for compliance with driveway/road standards in the Coos County Zoning and Land Development Ordinance.

15. Coordinates reports and documentation as needed by other departments, i.e. road vacations, personnel matters, accident investigations.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of Federal Aide programs; working knowledge of all materials, methods and equipment used in road maintenance and repair; considerable knowledge of the laws and rules governing the safe operation of all road construction and maintenance equipment; ability to plan, organize and supervise the efficient and economic performance of workers; ability to assemble and make clear and detailed cost and progress reports; ability to work through Foremen to maintain high production and quality standards and high morale among all employees.

EXPERIENCE AND TRAINING: Ten years of applying engineering principles and practices in the construction and maintenance of roads. Ten years of progressively responsible supervisory experience; and graduation from a senior high school, preferably supplemented by college course work; or any satisfactory equivalent combination of experience and training.