

## **TRANSPORTATION OPERATIONS MANAGER**

### **GENERAL DESCRIPTION OF CLASS**

This position is responsible for leading and managing the road maintenance division, mechanical shop division, and road access/permitting division and support staff of the county highway department. In addition, they are to work closely with the Business Operations Manager. This includes the leadership and management of personnel, resources (i.e. Foreman's, Clerical Staff, road maintenance crews that are engaged in repairing, renovating and reconstructing roadbeds, surfaces, structures, features and facilities), and ensure results that appropriately meet the long-term needs of Coos County Highway Department within budgetary constraints. In addition, this position performs maintenance crew tasks in order to coach, cross-train and mentor employees. This position manages and supervises and is statutorily excluded from collective bargaining.

### **QUALIFICATIONS:**

You must have a valid Class A Commercial Driver's License (CDL) or the ability to obtain the CDL within six months of hire; AND

Five past years experiences in either supervision, staff-technical, or professional-level work related to Highway/Roadway Maintenance, Construction or Operations.

This experience must have included at least one year of supervision and management of a road maintenance crew, completing project estimates, participation in the development of rules and policies, and long- and short-range goals and plans; and budget preparations.

May be required to work any hours/shift, any day of the week, including holidays, for emergency and weather-related purposes. Overnight travel may be required.

### **DUTIES AND RESPONSIBILITIES:**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this Job Classification. Upon hire, employees at this level may not perform all duties identified in a specific area, but as knowledge and proficiency increase, the manager will be assigned additional tasks and responsibilities.

### **ADMINISTRATIVE DUTIES:**

Prepares a variety of administrative reports, either statutorily mandated or requested by the BOC for control and statistical measurement of crews' activities. These reports include payroll reports, resource and accomplishment reports (R&A's), purchase orders, accident investigation reports, safety meeting reports, damage to highway structure reports, expense reports, pesticide spray reports, equipment service records, work plans, and schedules. Preparation of reports can include the utilization of assigned staff who works in specific areas on a day-to-day basis.

## **TRANSPORTATION RELATED ACTIVITIES:**

Responsible to participate in activities in all of the areas listed below: Maintenance Crew, Bridge Maintenance Crew, Mechanical Shop crew, road access and permitting, other specialized Maintenance Crews (Seasonal or Temporary).

## **RELATIONSHIPS WITH OTHERS:**

Managers in this class have daily contact with crewmembers, as well as the public, to provide information, and to respond to complaints and emergencies in all areas of highway maintenance, incident response or dispatch. Managers have frequent contact with higher level managers in the division to review unit accomplishments and plan future activities and works with elected officials. Additionally, have contact with other government officials and law enforcement agencies that provide services. They also have frequent contact with material suppliers and equipment shops to order materials, reconcile accounts, and schedule repairs.

## **SUPERVISION RECEIVED:**

Managers in this class receive general supervision from the Coos County Highway Department Head and/or Commissioner Liaison who periodically reviews overall unit operation for satisfaction of maintenance objectives and proper utilization of resources.

Guidelines used by employees in this class include agency procedures, Administrative Rules, collective bargaining agreements, County Policies, Basic First Aid Manual, Coast Guard and FCC regulations, equipment manuals, pesticide use manuals, and motor vehicle laws necessary for classified driver's license.

## **SUPERVISION EXERCISED:**

Plan, assign, and review work of assigned staff; adjust work assignments and schedules to maintain adequate staffing levels; evaluate employee performance; assess training needs of staff; provide initial orientation to new employees; participate in recruitment process; resolve personnel problems and formal grievances at the **second level**; discipline and counsel employees in work related activities.

### **1. Work Crew Leadership**

Prioritize and assign work based upon work plan, availability of materials, equipment, and staff resources; advise and guide employees in effective performance. Decide types and quantity of materials and equipment needed for specific projects; arrange for materials and equipment. Develop alternative work plans for accomplishing projects, analyze the alternatives and implement the most suitable work method. Approve payment of invoices for the Business Manager to ensure correctness. Train employees on work safety practices and how to safely handle equipment and material. Assist in the development of position duties and help write position descriptions. Give input on employee job performance and assist the foremen to complete employee appraisals. Assist with hiring new

employees. Train employees on proper time reporting, and completion of personal injury or vehicle accident reports. Schedule shifts or weekend work.

## **2. Maintenance Management Coordination**

Assist Coos County Highway Department Head and/or Commissioner Liaison with operational supervision and work planning. Plan area needs for labor, equipment and materials. Prepare and review computerized payroll reports, resource and accomplishment reports, purchase orders, daily diary of work activities, equipment service records, accident reports, expense and per diem reports, damage to highway structure reports. Monitor overtime and leave time. Compile expenditures, calculate production cost, format information and compile job cost information to assist with planning and budgeting. Coordinate purchases by deciding the need to purchase, the availability of resources, the priority and funding source. Track and compile property and material inventory by measuring stockpiles and completing reports that summarize inventory. Apply county purchasing policy and guidelines to purchase materials and equipment and maintain inventory of needed materials. Monitor contractor work activities and relay information about contract progress. Draft bid specifications and solicit bids for contracted services applying county and other guidelines. Assist in managing building and grounds improvement and repair projects by acquiring permits, tracking expenditures and soliciting vendor bids.

## **3. Coordination of Maintenance Activities**

Inspect roads and structures for potential accidents, hazards or damage. Investigate accidents, process worker compensation claim forms and coordinate the return of workers. Review and evaluate structural damage from vehicular accidents or effects of natural incidents. Respond on-site to vehicle accidents or other roadway emergencies. Coordinate work activities, joint projects and emergency response with maintenance work crews, local jurisdictions and contractors. Look into complaints and take corrective action to address the issue. In emergency situations, control traffic, gather and record data, notify appropriate public safety units, arrange for staff and equipment or supplies. Monitor and inspect work activities for compliance with permit specifications. Participate with other coordinators to schedule county-wide resources for work crew activities; compile and prioritize project needs.

## **RELATIONSHIPS WITH OTHERS:**

Employees in this series have frequent contact with the traveling public to provide information, respond to inquiries, and solve problems as they arise. They are occasionally first on the scene of accidents and emergencies. They coordinate traffic and first aid efforts. Employees have frequent contact, in person or by radio, with maintenance units in the county and with other government jurisdictions to coordinate projects, materials and equipment. Employees occasionally contact material suppliers and equipment repair shops to exchange information, pick up supplies and schedule equipment maintenance.