

Job Description: ASSISTANT ROAD ADMINISTRATOR

Class No. 902
Position No. 620-5100
Pay Group: 26

Department: Road and Bridge
EEOC Category: Skilled Craft
FLSA: Non-Exempt

SUMMARY OF POSITION

This position ensures timely and satisfactory completion of county road and bridge construction or repairs at reasonable costs. Duties include scheduling work for road and bridge projects and managing road and bridge construction and maintenance crews.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Road Administrator.
2. Directs: Construction Foreman, Area Maintenance Foremen, Sign Shop Supervisor, and Shop Foreman
3. Other: Has constant contact with department employees and the general public.

EXAMPLES OF WORK

Essential Duties*

Plans, directs, organizes, assigns, and coordinates the activities of labor crews and heavy equipment operators performing construction and maintenance work on county roads and bridges;

Ensures adequate work crews and materials for scheduled work;

Receives and investigates citizen complaints and follows up to ensure that complaints are resolved satisfactorily;

Closely monitors performance on each road and bridge contract to ensure timely completion and quality of work being performed;

Daily monitors the work of field crews to ensure that proper policies and procedures are being followed, that work and safety standards are being maintained, and that schedules are being met;

Orders materials as needed;

Inspects subdivisions to assure county standards are met; and

Supervises assigned road and bridge employees and makes effective recommendations on their hiring and dismissal.

Other important Duties*

Performs such other related duties as may be assigned.

CLASS NO. 903 (Continued)
OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 50 pounds. Work is primarily conducted outdoors. The noise level in the work environment is usually moderate.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the methods, practices, equipment and materials used in the construction and maintenance of roadways; and managerial and supervisory practices, procedures and techniques.

Ability to: read, analyze, and interpret plans submitted for future infrastructure.

Ability to: perform survey duties including; calculating and establishing elevations on existing and future projects.

Skill/Ability to: plan and direct, in an effective manner, the activities of several work crews; establish and maintain effective working relationships with co-workers and the general public and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in public or business administration, engineering or a related field; plus at least one year or experience in the building and construction trades, including supervisory experience;

or high school graduation, or its equivalent, plus at least four years of progressively responsible experience in the building and construction trades, including supervisory experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

A valid Texas Class B CDL Driver's License is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

JOB DESCRIPTION FOR POSITION:
903-Assistant Road Administrator

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.

Guadalupe County

Revised 08/02/2012

Revised 01/09/2012