



2605 N. GUADALUPE
SEGUIN, TEXAS 78155
Mark Green
County Road Administrator

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning January 28, 2021 through February 3, 2021.

EMPLOYMENT NOTICE

The Guadalupe County Road and Bridge Department is currently seeking an **Assistant Road Administrator**. Pay ranges from **\$29.00 - \$31.00 per hour**, commensurate on experience.

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, managing Construction and Maintenance crews.

Reports directly to Road Administrator.

Directs Construction Foreman, Area Maintenance Foremen, Sign Shop Supervisor, and Shop Foreman

Has constant contact with Road & Bridge Department employees, other various County departments and the general public.

SOME WORK DUTIES INCLUDED, BUT ARE NOT LIMITED TO:

- Planning, directing, organizing and coordinating the activities of labor crews and heavy equipment operators performing construction and maintenance work on County roads and bridges.
- Monitors performance on each Road and Bridge project to ensure timely completion and quality of work being performed. In addition, 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 for road construction and maintenance work. Inspects subdivisions to ensure County standards are being met.
- Supervises Road and Bridge employees; makes effective recommendations in reference to hiring and termination of employment.
- Reviews and investigates citizen complaints and follows up to ensure that complaints are resolved satisfactorily.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Applicant must have 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 also perform survey duties including; calculating and establishing elevations on existing and future projects.

Establish and maintain effective working relationships with co-workers and the general public. 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 of 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.

Applications are required with transfer requests and may be obtained from the county's website or from the Human Resource Department located at 211 W Court St. Seguin. Applications must be returned to the Guadalupe County Road and Bridge Department located at 2605 N. Guadalupe St. Position open until filled.

COMMENTS:

Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.