



JOB DESCRIPTION

JOB TITLE:	Road Maintenance Director	FLSA:	Exempt
DEPARTMENT:	Road	GRADE:	D1
REPORTS TO:	County Manager	DATE:	12/12/2017

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and directing all activities and staff related to the County's Road and Fleet Departments, and to maintain and keep the Lyon County's roads and vehicles safe for employees and the public. Maintain and dispose of all mechanized equipment owned and operated by Lyon County.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Approves selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Oversees a variety of road, right-of way and drainage and flood control programs, such as the pavement management program, curb, gutter and sidewalk maintenance program, street sweeping program, snow and ice control program and subterranean drainage.
- Advises and assists Fleet Services staff with development of vehicle and equipment specifications; procurement and disposal of all mechanized equipment.
- Identifies capital contract project needs and capital equipment needs, budgets appropriately, and oversees acquisition and construction programs and projects.
- Maintains liaison and directs coordination with other County departments, various utility, governmental agency and County departmental staff; ensures that all codes and regulations are met in assigned projects.
- Administers contracts with and confers with construction contractors and County staff; schedules projects; provides technical oversight, inspects work in progress and ensures that all work complies with contract specifications and applicable codes and standards.
- Directs the maintenance of accurate records and files and prepares a variety of periodic and special reports and correspondence.
- Monitors developments in equipment, materials and techniques in the engineering design and construction field; gathers information and develops alternatives.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



ROAD MAINTENANCE DIRECTOR

ESSENTIAL FUNCTIONS: (continued)

- Assists the public, development community, other County departments and agencies, other jurisdictions, State and federal agencies, and other entities with road department related problem mediation and resolution.
- Performs duties required of subordinate staff as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Manages the RTC and CIP program for the Lyon County Road Division.
- Investigates, evaluates and determines the best applications of new technology and industry developments. Implements strategies that focus on maximum efficiency and continuous improvement of personnel, techniques and equipment.
- Communicates Division activities and performance to the County Manager and gives reports and presentations to the Board of County Commissioners and other groups.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in engineering, planning, or a related field; AND five (5) years of public road maintenance, facilities, and construction experience at a management level; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- County, state, and federal laws, statutes, ordinances related to public works infrastructure construction and maintenance activities.
- Principles and practices of fleet acquisition, maintenance and management.
- State and Federal Motor Carrier laws related to governmental and commercial fleet operations.
- Principles and practices of commercial fleet operations, journey level maintenance and fleet management.
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.



ROAD MAINTENANCE DIRECTOR

Required Knowledge and Skills

Knowledge of: (continued)

- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of accounting, budget development, and administration.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering comprehensive public works infrastructure construction and maintenance programs.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Reading and interpreting maps, plans diagrams, blueprints and specifications.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Class A Driver's License with tanker endorsement.
- OSHA 30 certification.
- Flagging certification.



ROAD MAINTENANCE DIRECTOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

Work is subject to performance under adverse environmental conditions and frequent travel.