Public Works Manager- Roads

Exempt

JOB SUMMARY

Responsible for planning, coordinating, and providing technical and administrative oversight to regional teams engaged in performing road construction and maintenance. Work includes development and implementation of departmental policies, technical decision making, long and short-term planning. Responsible for directing the Public Works Road Department.

ESSENTIAL JOB FUNCTIONS

- Plans and makes work assignments; determines priority of work to be done.
- Coordinates the activities of work teams and provides direction to Public Work Road Employees.
- Inspects and reviews work in progress and upon completion.
- Monitors expenditures to remain within budgeted expenditure limits.
- Estimates needs, and requisitions supplies, materials, tools and equipment.
- Transfers workers and equipment from one team to another.
- Inspects roads and bridges to ascertain need for repairs; estimates cost of road and bridge maintenance.
- Investigates complaints of hazardous or poor road conditions.
- Prepares and submits reports.
- Prepares employee performance evaluations and assists in personnel interviews and makes recommendations as to personnel matters.
- Supervises weather related incidents.
- Provides statistics and analysis for decision making.
- Performs other job related tasks as required.

MINIMUM QUALIFICATIONS

- A high school diploma or GED
- A minimum of 8 years of experience in a related supervisory role.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.
- Must posses and maintain a valid Class A Arizona Commercial Driver License with Tanker endorsement within 90 days of employment

KNOWLEDGE, SKILLS AND ABILITIES

- Valid Arizona Driver License
- Ability to develop and maintain effective working relationships with associates, employees of other departments, representatives of other organizations, County officials and the public.

- Ability to effectively plan, organize and supervise the work of others.
- Ability to keep management informed of key operating issues affecting the department.
- Ability to maintain a highly qualified staff, sufficient to meet the daily operational needs of the department.
- Ability to instruct road maintenance workers in the proper methods of constructing, maintaining and repairing roads and bridges.
- Ability to safely operate heavy equipment.
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook.
- The ability to work independently on complex projects with a minimum of supervision.
- Ability to communicate clearly and concisely with staff both verbally and in writing.
- Maintaining records and files
- Interpersonal skills of courtesy, confidentiality, and tact
- Ability to prioritize multiple tasks and coordinate with peers

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 50 pounds and work in an outdoor environment.