

# Logan County

## Job Description



<b>Title:</b>	Operations Manager	<b>Grade:</b>	25
<b>Division:</b>	Administration	<b>Effective Date:</b>	6/07
<b>Department:</b>	Road & Bridge	<b>Last Revised:</b>	5/25/17

### GENERAL PURPOSE

Performs a variety of **managerial and administrative** tasks related to planning, organizing, directing and controlling the daily field operations of the Road & Bridge Department, including project management, materials and equipment procurement, and human resource allocations.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Road & Bridge Manager.

### SUPERVISION EXERCISED

Provides general supervision to Assistant Operations Manager, division foreman, i.e., Truck Foreman, Bridge Crew Leader, Shop Foreman and Traffic Technician.

### ESSENTIAL FUNCTIONS

- Supervises and exercises administrative control over the operations of the department to include -
  - Construction, maintenance and repair of roads, bridges, traffic control signs, fleet and equipment plans,
  - Organizes, coordinates and directs the resources of the department, including personnel and equipment, to perform work assignments.
- Determines priorities, allocates and assigns resources as required to meet the objectives of the Department.
- Supervises work projects and assignments directly and through subordinate supervisors and crew leaders
- Determines work schedules; assigns work priorities to crews and individuals; assigns and/or approves work methods and procedures to perform operations.
- Attends meetings and represents the Department before the Board of County Commissioners and in other situations where issues arise affecting the County road system in the absence of the Road & Bridge Manager.
- Provides the Road & Bridge Manager with information and assists in determining policy related to the County road system.
- Coordinates departmental projects with the Road & Bridge Manager, U.S. Forest Service, Bureau of Land Management, State Highway Department, Army Corp of Engineers, school district, cities, towns, economic development agencies and other agencies as is necessary to expedite completion of the same.
- Inspects County roads and bridges to ensure safety, proper repair and maintenance and to determine repair and/or construction priorities.
- Determines priorities based on results of road inspections and requests from the public.
- Deals with the public and responds to requests and/or complaints on all matters related to the County roads and bridges.
- Performs and/or oversees quality assurance through field inspections on various contracted projects.
- Apprises contractors and staff of performance standards as necessary; discusses procedural options as needed to solve problems; coordinates problem follow-up inspections to assure compliance.
- Maintains responsibility for supervision of field personnel.
- Assist in the selection process; interviews, recommends the selection of employees, ensures proper training of employees, directly or through subordinate supervisors.

- Works with Road & Bridge Manager to determine and/or reviews disciplinary actions including termination of employees.
- Works with Road & Bridge Manager to determine budget priorities for budget hearings and may accompany Road & Bridge Manager to meet with the Board of County Commissioners.
- Prepares and/or approves requisitions and purchase orders for supplies, equipment and materials; prepares bid specifications for purchase of equipment.
- Maintains responsibility for the maintenance, usage and security of department inventory including facilities, equipment and supplies.
- Reviews proposed constructions plans for adequacy.

Performs related duties as assigned and required. Some hands-on work may be required from time to time.

**Performs other related duties as required.**

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. High school diploma or GED equivalent supplemented with training in technical areas of road and bridge construction and maintenance;  
AND
- B. Five (5) years of progressively responsible work in civil engineering, road and bridge construction management or a related field, two (2) years of which must have been in a lead worker or foreman capacity;  
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Thorough knowledge of** equipment, construction and maintenance methods and materials related to the County road system; principles and practices related to the administration and management of a large county department; engineering processes and procedures; engineering principles and methods; civil engineering standards; blueprints, grades, machinery, materials, and methods on constructing roads, bridges, drainage systems, culverts, etc. **Considerable knowledge of** principles and techniques of supervision; general accounting principles and practices; budget development and control programs; safety standards related to road and bridge construction; hazards common to heavy equipment operation; equipment maintenance and repair; engineering/architectural design development procedures, cost analysis and scheduling practices.

**Ability to** plan, schedule, coordinate and direct the operations of a large county department involving multiple activities and priorities; to supervise and effectively motivate employees, both directly and with the assistance of subordinate supervisors; achieve established goals; plan, organize, and direct the affairs and operations of a department engaged in a variety of construction projects related to road and bridge systems, signing and traffic control; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; communicate clearly and concisely both orally and in writing develop; and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Colorado Class "A" driver's license.

4. Work Environment:

Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting and reaching. Frequent exposure to weather conditions, dust, fumes, etc. Communicating, hearing and seeing including color vision required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity required in the performance of essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some

creative problem solving. Frequent travel in automobile or equipment required in job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)