



EMPLOYMENT OPPORTUNITY

Job #PW18-084

Road Master

Public Works

This recruitment will remain open until filled.

Yamhill County is seeking a Road Master to administer, supervise, plan and direct maintenance, repair, and construction of roads and bridges under policies set forth by the Board of Commissioners. Some of the duties for this regular full-time position include supervision of 30-50 employees, assisting in budget preparation and equipment expenditures, participation in development of effective methods of job costing, inspection of county roads, bridges, and structures, responding to questions, concerns, and complaints from the public, using independent knowledge and interpretation of personnel and road-related statutes, ordinances, and regulations, and other tasks as required. The position requires being on-call 24 hours a day and may demand working outdoors in inclement weather conditions.

The successful candidate will have seven years of increasingly responsible experience in a variety of road and bridge maintenance and repair, and construction or engineering tasks, two of which were in a supervisory capacity. Course work and training in supervisory principles and practices may be substituted for up to one year of experience.

A valid license to drive in the State of Oregon is also required in addition to an acceptable driving record as the Roadmaster may be required to operate County vehicles.

Salary: \$5323 - \$5988/month anticipated at hire, depending on experience. Excellent benefits include medical, dental, vision, life insurance, health savings, paid leaves, paid holidays, 100% employer PERS contribution, and deferred compensation options. This is a non-bargaining position.

Employees must be able to perform the essential functions of this classification with or without accommodation. For more information, including how to apply, visit <http://www.co.yamhill.or.us/hr>.

Yamhill County is an Equal Employment Opportunity Employer in full compliance with the ADA. All qualified applicants are encouraged to apply. A completed County application form is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation.

Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.



WORKING TITLE: ROADMASTER	CLASSIFICATION: ROADMASTER
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: 26	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 5506
PPE: ATTACHED	REVISION DATE: NOVEMBER 2016

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Administers, supervises, plans, and directs maintenance, repair, and construction of roads and bridges under policies set forth by the Board of Commissioners. Work involves independent judgment in interpretation and use of ordinances and regulations regarding county roads and bridges and department programs. May have considerable contact with various local and state agencies as well as other county departments, private contractors, consultants, and the general public. Work requires being on-call 24 hours a day and may demand working outdoors in inclement weather conditions.

SUPERVISION RECEIVED:

Works under the direction of the public works director and board of commissioners. Work is reviewed through periodic conferences, reports, and overall results achieved.

SUPERVISION EXERCISED:

Exercises supervision over 30-50 full- and part-time road division employees through established organizational procedures. Supervision includes hiring, firing, and disciplinary action decision-making.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides direct and indirect supervision of all road division employees.
- Works with the public works director and other public works division directors in developing long and short-range department goals and priorities.
- Coordinates activities of on-going road maintenance crews to insure plans and schedules are completed on time.
- Advises lead workers and road division crews in establishing procedures and methods of maintenance, repair, and construction of roads and bridges.
- Advises the director of public works and board of commissioners on road-related decisions.
- Acts as staff for the road improvement advisory committee.
- Assigns equipment to projects to optimize project completion.
- Confers with the shop maintenance supervisor to determine when equipment should be replaced.
- Reviews equipment bids received and recommends selected vendors.

- Participates in development of effective methods of job costing and works with crews for accurate feedback of time and material information.
- Encourages input from all crew members on methods for more effective and efficient ways to work and better delivery service to the county.
- Inspects county roads, bridges, and structures, and establishes priorities for maintenance, repair, and construction, periodically as needed.
- Responds to questions, concerns, and complaints from the public; reviews and approves or denies applications for utility installation, road access and egress.
- Oversees maintenance of complete and accurate records of all expenditures for maintenance, repair, construction, purchase, and operation of road equipment and purchase of materials and supplies used in these activities.
- Works with division director in preparing budget information, estimating materials and equipment needed and projects to be accomplished for the next fiscal year.
- Assists the director in presenting the proposed department budget to the budget committee and the Board of Commissioners.

JOB SPECIFICATION

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in road and bridge maintenance, repair, and construction.
- All road hazards and safety precautions necessary for safe operation of all road equipment.
- Principles and practices of organization and supervision.
- Principles and practices of municipal fund budgeting.

SKILL IN:

- Operation of road construction and maintenance equipment.
- The proficient use of Microsoft Suite, including Word, Excel, and Power Point.

ABILITY TO:

- Plan, direct, and/or coordinate activities of professional, technical, operation, and office support staff involved in a variety of road programs and projects.
- Make decisions and delegate responsibility.
- Establish, interpret, and apply policies and procedures.
- Analyze and resolve problems diplomatically.
- Organize resources to effectively and efficiently perform assignments.
- Interpret and apply State statutes and administrative rules and county ordinances regarding procurement of materials and equipment.
- Estimate material, equipment, and labor needs for specific projects.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with the public works director, the Board of Commissioners, subordinates, other County employees, and the public.
- Manage personnel, including hiring, firing, mentoring, and discipline.
- Understand and interpret plans, specifications, and engineering documents.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Seven years of increasingly responsible experience in a variety of road and bridge maintenance, repair, and construction or engineering tasks, with at least two years of experience in a supervisory capacity. Course work and training in supervisory principles and practices may be substituted for up to one year experience.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to members of the public's homes and meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, and hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.