



RIO BLANCO COUNTY

JOB DESCRIPTION

Job Title: Road & Bridge Director
Department: Road & Bridge
Job Code: 241501
Reports To: Board of County Commissioners
FLSA Status: Exempt
Effective Date: September 27, 2021

Job Summary:

Leads and manages the activities, projects and operations of the Road & Bridge and Landfill departments including, engineering, road and bridge operations, construction, administration, solid waste landfills and other facilities as needed. Plan and administer 5 to 20 year capital improvement programs. Fulfill the requirements of road supervisor as defined in CRS 43-2-111.

Essential Job Functions:

The following statements are illustrative of the duties and responsibilities of the job and may not include other non-essential or peripheral duties that may be required. Rio Blanco County reserves the right to modify or change the duties or essential functions of this job at any time.

- Supervise all operations and activities of all divisions and sections of the department; develop, implement and monitor compliance with policies and procedures; prepare, review and approve designs, reports, financial documents and records.
- Prepare and manage the annual budgets: forecasting revenues and expenditures for staffing, equipment, materials and supplies; and insuring all financial activities comply with applicable county policies and procedures and with best management practices. Secure and administer state and federal grants.
- Guide project management staff and consultants to control costs, manage risk, avoid claims and resolve disputes.
- Develop and implement short- and long-range goals, objectives, and organizational structure. Plan annual maintenance and repair of the County's road and bridge infrastructure based on evaluations of the condition of the infrastructure and available resources (manpower, equipment, materials, department revenue, etc.). Monitor, review and communicate the implementation phases of the departments' strategic plans to ensure that goals and objectives are met.
- Represent Rio Blanco County in discussion and coordination of shared transportation interests with agencies/organizations such as the Colorado Department of Transportation, US Forest Service, the towns, and other counties. Participates in various professional groups such as CCI (Colorado Counties, Inc.) and CARSE (Colorado Association of Road Supervisors and Engineers).
- Represent the Road & Bridge and Solid Waste Landfill Departments in presentations, public hearings, formal and informal meetings with the Board of County Commissioners and with organizations, groups of citizens, and individual citizens affected by Department plans or activities.
- Investigate and respond to questions, concerns, and complaints from customers or other sources related to Department activities.
- Prepare and present agenda items to the Board of County Commissioners.
- Implement the vision, goals, objectives, policies and procedures of the Board of County Commissioners within the Road & Bridge and Solid Waste Landfill Departments.
- Assure compliance with State and Federal Regulations regarding all aspects of the Solid Waste Landfill and Road & Bridge Departments.

Signature _____ Date _____

- Plan, direct and oversee, through subordinate supervisory personnel, the hiring, training, staff development, evaluation, discipline and termination for all regular and seasonal departmental employees.
- Direct and oversee the procurement and contracting processes for the acquisition of labor, materials, supplies and services from outside vendors and contractors in compliance with all applicable county policies and procedures.
- Perform other duties as assigned.

General Requirements:

- Understand, observe, and comply with all Rio Blanco County and Departmental policies, procedures and protocols when performing job duties.
- Establish and maintain effective working relationships with Rio Blanco County employees, entities, and customers.

Knowledge, Skills and Abilities:

- Principles and practices of road & bridge and landfill asset management.
- Operational characteristics, services and activities of a comprehensive road and bridge maintenance and repair program and solid waste management.
- Construction methods and materials used in the construction, repair and maintenance of paved and non-paved (native and gravel) roads, bridges and other drainage structures, roadway and roadside drainage systems, and traffic control and road safety systems.
- Project management, performance measures, and change management processes.
- Principles and practices of budget preparation, cost accounting, and financial management, preferably with experience in local government.
- Principles and practices of supervision, training, and evaluation of personnel.
- Federal, State and local policies, laws and regulations related to road and bridge and solid waste landfill activities.
- Lead by example the effective and efficient operations, services, and activities of the departments.
- Plan, organize, direct and coordinate the work of subordinate supervisors with an emphasis on teamwork.
- Research, analyze and evaluate new service delivery methods, procedures and techniques to continuously improve service to customers.
- Interpret and apply federal, state, and local policies, laws and regulations.
- General office practices and procedures.
- Routine software and business applications.
- Communicate clearly and concisely, both verbally and in writing.

Education and/or Experience:

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

- A Bachelor's degree in Engineering, Construction Management, Business Management or a related field of study from an accredited college or university preferred.
- High School Diploma and ten (10) years of supervisory/management experience in heavy construction, maintenance, and repair including the construction and maintenance of paved and non-paved roadways, roadway drainage structures, earthwork, mining and production of aggregates, hauling and placing of roadway construction materials, snow and ice control methods and products, and safe work zone practices required.

Signature_____

Date_____

Licenses or Certificates:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Possession of, or ability to obtain, a valid driver's license required. A valid Class A CDL is preferred.

Physical Demands:

Employee must be able to drive a vehicle and to perform field inspections in rough terrain. While performing the duties of this job, the employee is frequently required to sit, use hands to handle objects, tools, and controls; talk; and hear.

The employee is regularly required to conduct activities involving stooping, kneeling, crouching, reaching, handling and fingering.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to hear, as some work environments use audible alarms for hazard awareness.

Work Environment:

Approximately 50% of the essential duties for the position are performed indoors in a standard office environment, with moderate noise. Approximately 50% of this work is performed outdoors. While performing outdoor work the employee may be exposed on a regular basis to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, inclement weather conditions, extreme heat and vibration.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Rio Blanco County's ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

Signature_____

Date_____