

# **Lauderdale County- Job Description**

## **Road Department- Road Manager**

### **Purpose of Position**

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This is administrative and professional engineering work directing the activities of the County Road Department

### **Major Duties and Responsibilities**

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#### **Planning, directing and coordinating construction and maintenance of roads**

- Plans, assigns, directs, coordinates, and exercises general supervision over departmental employees engaged in a wide variety of road projects, engineering operations, studies departmental organization, personnel distribution, and project requirements to effect the most efficient and economic utilization of available personnel and equipment
- Establishes program and project policies for the department with the approval of the Board of Supervisors; analyzes departmental budget estimates and prepares final budget estimates for the review of the County Administrator and Board of Supervisors
- Confers on a frequent basis with the Assistant Road Manager and Road Foremen within the department in initiating work, assessing work progress, and resolving work problems of an administrative nature
- Establishes cost estimates, specifications, and reviews documents for county road projects and the purchase of equipment
- Meets with other department administrators, contractors, engineers, utility companies, and Federal, State, and City agencies to discuss current and proposed programs, work problems, and work procedures
- Participates with the Board of Supervisors in developing plans for improvements and also develops contingency plans for maintaining and providing essential county road services during emergency situations
- Works with the Lauderdale County Planning Commission to establish standards for subdivision development and oversees construction of subdivision, meets with developers and engineers to enforce and approve all subdivisions in Lauderdale County
- Perform related work as required

**Perform other duties as assigned**

## **Job Context**

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The Road Manager is a full-time, permanent position in the Road Department. The immediate supervisor for this position is the Board of Supervisors. The person in this position is supervised on a daily basis, and supervises up to 100 employees. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

There is an exposure to chemicals and/or hazardous materials only in emergency situations. In the event of storms and damage this position is exposed to electrical power lines. The Road Manager should have considerable experience in a supervisory or administrative capacity or any equivalent combination of education, training and experience. The stress level associated with this position is moderately high. Moderate physical labor and equipment operation is required.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- Considerable knowledge of the administrative practices and procedures relative to a county road management
- Considerable knowledge of the current literature, trends, and developments in the field of county road administration
- Considerable knowledge of technology
- Considerable knowledge of the principles of supervision, organization, and administration  
general office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Considerable knowledge of computerized software, including word processing and spreadsheets
- Considerable knowledge of OSHA standards and regulations concerning employee safety
- Considerable knowledge of federal and state statutes concerning employee safety
- Considerable knowledge of mathematical skills, including addition, subtraction, division and multiplication
- Considerable knowledge of general function and operation of county government
- Considerable knowledge of each road construction job and its duties
- Considerable knowledge of each piece of road equipment and its function
- Considerable knowledge of County and City roadways

- Different types of measures and mixtures
- Tonnage of materials (gravel and asphalt) needed to complete various jobs
- Design and layout of roads
- Maintenance techniques to repair and maintain construction equipment
- First Aid techniques

**Skills and Abilities:**

- Ability to plan, direct, and coordinate the work of employee's
- Ability to provide technical assistance where possible
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other County employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and County procedures