RESOLUTION - ACTION REQUESTED 2017-540

MEETING: August 8, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Establish a New Roads and Bridges Manager Classification and Salary Range

RECOMMENDATION AND JUSTIFICATION:
Establish a new Roads and Bridges Manager classification; allocate one full-time position in the Public Works Department; approve a monthly salary range of $6,099.48 - $7,414.02; and assign the classification to the Mariposa County Managerial and Confidential Organization (MCMCO) bargaining unit.

The Roads Division is a large division currently supervised by the Road Superintendent. With the size and responsibility level of managing staff and critical projects, the Director of Public Works requested that a new management level be added above the Roads Superintendent to provide for a higher level of oversight and project management for the division.

The recommended monthly salary range of $6,099.48 - $7,414.02 is the same as the Solid Waste Manager and the Facilities and Recreation Manager, two Public Works division head classes that oversee fairly large divisions in relation to other divisions in the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board of Supervisors approves the creation of new class specifications for departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

ATTACHMENTS:
Roads and Bridges Manager Job Description June 2017 (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED [UNANIMOUS]
MOVER: Miles Menetrey, District V Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Rosemarie Smallcombe, Marshall Long, Kevin Cann, Miles Menetrey
EXCUSED: Merlin Jones
ROADS AND BRIDGES MANAGER

DEFINITION
To manage, plan, program, and direct the design, construction, and maintenance of County roads, bridges, storm drainage systems, and related structures; to manage and supervise subordinate supervisory and maintenance staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from a higher-level management position. Technical supervision is provided from the County Engineer.

Exercises direct and indirect supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Manages all of the divisional work sections/units and programs such as the Capital Projects and Pavement Management Programs.

Plans, coordinates, and directs the construction and maintenance of County roads, bridges, drainage systems, and related structures.

Assists with defining, designing, implementing, arranging, and evaluating staff training and development programs and customer service initiatives and performance measurement criteria.

Oversees and participates in developing, managing, and monitoring the division’s annual budget.

Reviews the effectiveness and efficiency of construction and maintenance programs, and makes recommendations for improvement and problem resolution.

Selects, trains, supervises, and evaluates the performance of assigned personnel; recommends and implements disciplinary and termination processes as necessary; provides advice and direction to subordinate supervisors on administrative, personnel, operational, and technical problems.

Participates in the development, implementation, and administration of grants, applications, and contract projects.

Interpret and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Oversees the RFP and selection process for contractors; monitors contractor work and invoices for accuracy and satisfactory completion of work.

Oversees the acquisition and maintenance of road and heavy equipment and right-of-way acquisitions.
Overssees and participates in the inspection of the condition of County roads and problem area identification; initiates and manages construction, maintenance, and repair projects.

Overssees, manages, and participates in developing cost, time, and resources estimates for construction and maintenance projects.

Researches for and prepares a variety of technical and administrative reports for a variety of purposes such as for the Board of Supervisors.

Ensures prompt and effective division response to emergency situations.

Overssees the preparation of specifications for the purchase of new road equipment and vehicles.

Coordinates division activities with those of other divisions, departments, and agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns, and complaints regarding division projects and personnel.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles, practices, and procedures related to the design, construction, and maintenance of roads, bridges, and drainage systems including methods, materials, tools, and equipment.

Methods and techniques for developing projects, plans, and specifications.

Principles and techniques of project management.

Pertinent federal, state, and local laws, regulations, codes, and ordinances.

Principles and practices of governmental accounting and budget preparation.

County and department policies and procedures.

CalOSHA standards and regulations concerning employee safety.

Principles of supervision, training, and performance evaluation.

General principles of highway economics and financing.

Budget development and administration.
Principles of traffic engineering.

Safe use and maintenance of construction and maintenance tools and equipment, including heavy construction vehicles.

Proper English usage, spelling, grammar, and punctuation.

Mathematics including fractions, percentages, and decimals.

**Ability to:**
Understand, interpret and apply pertinent federal, state, and local laws, rules, regulations, codes, and ordinances, and County policies and procedures.

Analyze data and problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.

Select, supervise, and evaluate the work of subordinate staff.

Oversee, select, implement, and evaluate training and staff development programs.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Prepare and manage a budget.

Read, understand and interpret complex technical documents, drawings, plans, maps, and other data.

Prepare clear, concise, and comprehensive technical and administrative reports.

Represent the County effectively in meetings with others and make presentations oriented to various groups.

Meet deadlines under stressful conditions.

Complete multiple priority projects with conflicting deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.
TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, air contaminants, odors, solvents, grease/oil, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS

Experience:
Four years of professional experience in engineering, construction or the maintenance of road and streets, which includes at least two years in a management/administrative capacity.

Education:
Graduation from an accredited college or university with a Bachelor’s degree in civil engineering, construction management, or a closely related field.

Substitution:
Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:
Possession of a valid California Class “C” driver’s license is required. Possession of a valid California Class “A” or “B” driver’s license is desirable. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 07/17 (B/S Res. 17-540)