

SNOHOMISH COUNTY JOB DESCRIPTION

MAINTENANCE OPERATIONS COORDINATOR, SENIOR

Spec No. 3227

BASIC FUNCTION

To develop, implement and monitor planning, scheduling and quality assurance systems or programs to facilitate the effective use of resources, and the efficient and cost effective maintenance of county roads, and the preservation thereof. To manage the Road Maintenance Division's BST and maintenance paving operations including supervision of subordinate personnel, budgeting, scheduling, control of materials, and work strategies. To assist in the establishment of standard maintenance operating procedures.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares, monitors, and modifies the annual special maintenance plan and budget to accomplish the Road Maintenance Division's paving Bituminous Surface Treatment (BST) and pavement maintenance activities; acts as project manager; makes decisions within area of responsibility, is responsible for operating within the specified budget.
2. Develops, recommends and implements a comprehensive road maintenance and repair program for assigned areas of responsibility; confers with supervisors, lead workers, and others as necessary to determine road maintenance and repair needs; prepares work plans, specifications and estimates of equipment, materials and labor requirements for a variety of road maintenance and repair projects; establishes overall work priorities and prepares program plans and budget requests; administers the approved program budget.
3. Monitors actual accomplishments, correlates pertinent information prepares reports pertaining to schedule accomplishments, resource utilization, quality of work, and cost effectiveness; measures against planned goals and objectives.
4. Develops implements, maintains, and monitors systems for planning, scheduling, inventory, and quality control of road maintenance activities; assesses cost effectiveness and prepares reports of findings relating to same.
5. Studies the cost benefit of a number of practices used in road maintenance and reconstruction; studies the life cycle cost of pavement maintenance and rehabilitation; prepares reports and provides recommendations on maintenance and rehabilitation methods and practices.
6. Prepares specifications for special maintenance products, reviews bids from suppliers, manages contracts, and monitors acceptance testing programs for materials purchased for special maintenance operations.
7. Studies the need for, analyzes the cost benefit of, and monitors the performance of new products and techniques used in road maintenance; maintains current information on the latest technology and techniques used in road maintenance.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Works closely with other divisions of the Public Works department on the development, review and completion of the annual resurfacing programs, coordinates with other agencies, departments and divisions on multiple projects to avoid conflicts or delays.
9. Maintains an inventory of equipment, materials and supplies; orders and requisitions equipment, materials and supplies, as necessary, coordinates the leasing or rental of major equipment as necessary; may assist in preparing bid specifications for the acquisition of vehicles and heavy equipment; may assist in reviewing and evaluating the bids submitted.
10. Reviews and investigates complaints regarding county roads or rights-of-way, responds to complaints verbally or in writing as necessary, corresponds with the public or others as necessary relating to complaints.
11. Inspects road maintenance and repair projects in progress and upon completion; identifies and investigates cost overruns and irregular costs and makes recommendations or takes appropriate action; reviews and analyzes operational policies and procedures, and recommends or initiates action to reduce costs and ensure safe and efficient operations.
12. Plans, schedules and coordinates the maintenance and repair of county roads and rights-of-way, as assigned; may oversee and inspect construction work performed by outside contractors.
13. Prepares daily, weekly, and monthly schedules for work crews to accomplish the planned work; provides oversight to work crews, and assures the timely and efficient accomplishment of the work.
14. Conducts studies of specific management problems, analyzes and evaluates existing practices, investigates alternatives, provides analysis and recommendations regarding confidential labor relations relevant to division operations and resource allocations, and prepares reports of findings and recommendations.

STATEMENT OF OTHER JOB DUTIES

15. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree preferably in Civil Engineering or Construction Management; AND three (3) years of professional level experience in public works field construction operations; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

A job offer will be condition on satisfactory results of a post-offer medical examination or inquiry.

Possession of or ability to get a valid First Aid Card within ninety (90) days of employment is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of program planning, budgeting, and project management;
- the principles, practices, procedures and methods followed in all phases of road maintenance repair and pavement surfacing operations;
- the equipment, materials and supplies used in road maintenance, repair work, pavement surfacing and pavement patching operations;
- federal, state and local laws, rules and regulations governing road construction, maintenance and repair operations including safety rules and regulations;
- the principles, regulations and practices of maintenance management, pavement management and other infrastructure management systems;
- outside funding sources and their availability and applications;
- research methods and techniques; accounting principles and practices;
- data processing systems, hardware and software;
- first aid methods and procedures.

Ability to:

- prepare program plans and budgets;
- maintain complete and accurate documentation and prepare required reports;
- establish and maintain effective work relationships with elected officials, department heads, Executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public;
- organize facts and present findings in a clear, concise and logical manner;
- work independently with a minimum of supervision;
- plan and organize work, meet deadlines and manage several complex projects simultaneously;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- operate personal computers and applied software packages;
- observe trends, analyze data, form conclusions and make recommendations effectively both orally and in writing;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- read, interpret and evaluate complex technical and statistical materials;
- develop and implement an effective road maintenance and repair program;
- accurately estimate resource requirements for a variety of road maintenance, repair, and pavement surfacing projects;
- evaluate major equipment and material requirements and make appropriate recommendations regarding the leasing, rental or purchase of same.

SUPERVISION

The employee receives administrative direction from the Road Maintenance Director and work is performed with considerable independence. The work is reviewed through periodic status reports, staff meetings and observation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout Snohomish County.

Road Maintenance is a first responder in a variety of storm and disaster situations and the employee is subject to call 24 hours a day and may be required to work long hours, nights, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1998
EEO Category: 2 - Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 1501 Hazardous