

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ROAD MAINTENANCE DIRECTOR**

Spec No. 1083

### **BASIC FUNCTION**

To plan, organize, coordinate and direct the activities of the Roads Maintenance Division of the Public Works Department.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, coordinates and directs the operations and activities of the Roads Maintenance Division including, but not limited to, bridge maintenance, road maintenance, sign maintenance, and paving operation.
2. Plans, organizes, supervises and coordinates the work of subordinate employees; reviews and evaluates work assignments, training and professional development; selects, hires, terminates and disciplines employees as necessary.
3. Supervises and directs, through supervisors and managers, the maintenance of county roads and rights of way including, but not limited to, traffic striping and pavement markings, asphalt maintenance, paving and chip sealing operations, the cleaning of drainage ditches and catch basins, and the removal of brush and other vegetation, and the maintenance requirements associated with the County's NPDES permit for storm drainage assets within county rights of way.
4. Supervises and directs, through supervisors and managers, the maintenance and repair of county bridges including the removal and replacement of damaged or weakened bridge decking, pilings, structural members, railing and related structures.
5. Supervises and directs, through supervisors and managers, the installation, maintenance and repair of street and traffic control signs including the installation of all types of signs on new roads.
6. Prepares and/or supervises the preparation of Road Maintenance Division budget requests; administers the division's approved budget including monitoring revenues and expenditures.
7. Evaluates division operations and initiates changes as necessary; develops, recommends, and implements operational policies and procedures as necessary.
8. Coordinates division operations and activities with other divisions of the Public Works Department, with other county departments, and with outside agencies as required; may represent the Department at public hearings or before the County Council, the Hearing Examiner or other individuals or groups as directed.
9. Performs other duties as required.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ROAD MAINTENANCE DIRECTOR**

Spec No. 1083

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Civil Engineering, Public Administration, or related degree; AND five (5) years of related management experience in a public sector union environment; OR, any equivalent combination of training and/or experience that provides the required skills, knowledge, and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State driver's license required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of program planning, budgeting, supervision and management;
- the principles, practices, procedures and methods followed in all phases of road maintenance and repair operations;
- federal, state, and local laws, rules and regulations

Ability to:

- plan, organize, coordinate and direct the operations and activities of the division;
- effectively supervise, manage and evaluate the work of subordinate employees;
- prepare and administer the division's budget;
- analyze and evaluate division operations and take effective action to correct deficiencies and resolve problems;
- establish and maintain effective work relationships with co-workers and superiors;
- deal courteously and tactfully with the general public;

### **SUPERVISION**

The employee reports directly to the Director of Public Works OR Deputy Director / County Engineer and is responsible for all operations and activities of the Road Maintenance Division. Considerable independent judgment is exercised in planning projects and programs, and in resolving administrative and technical problems within the division. Responsible for the development of budgets for the division's operations and for the cash flow requirements for the various programs. Performance is evaluated through conferences and results obtained. Direct supervision is exercised over subordinate managers and/or supervisors and through them over the entire division.

# SNOHOMISH COUNTY JOB DESCRIPTION

## ROAD MAINTENANCE DIRECTOR

Spec No. 1083

### WORKING CONDITIONS

Usual office environment with more than typical periodic field visits to work sites throughout the county. May involve response to weather or other emergency situations. May be required to work evenings, weekends, and holidays as circumstances dictate.

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: Pre 1980 as Road Maintenance Superintendent

Previous Spec No. 260202

Revised: September 1983; February 2004, March 2020

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous