

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 bridge maintenance, road maintenance, sign maintenance, and paving operation.
2. Plans, organizes, supervises and coordinates the work of subordinate supervisors and managers; reviews and evaluates the work of subordinate employees, and provides for their training; selects, hires, terminates and disciplines subordinates as necessary.
3. Supervises and directs, through subordinate supervisors and managers, the maintenance of county roads and right of ways including traffic striping and the installation of channelization markings, asphalt paving operations, the cleaning of drainage ditches and catch basins, and the removal of brush and other vegetation from county right of ways.
4. Supervises and directs, through subordinate 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 subordinate 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 division budget requests; administers the division's approved budget including monitoring revenues and expenditures.
7. Evaluates division operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
8. Coordinates division operations and activities with other divisions of the 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 related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a major college or university with major course work in industrial or civil or sanitary engineering or public administration or equivalent degree. Plus five years of management experience; 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 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 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. Total responsibility is required 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.

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.

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

[EEO policy and ADA notice](#)

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Class Established: Pre 1980 as Road Maintenance Superintendent

Previous Spec No. 260202

Revised: September 1983; February 2004

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous