

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**ROAD MAINTENANCE OPERATIONS MANAGER**

Spec No. 1084

**BASIC FUNCTION**

To plan, coordinate, supervise and manage the work of employees engaged in the maintenance and repair of county roads and right-of-ways.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops, recommends and implements a comprehensive road maintenance and repair program for assigned areas of responsibility; reviews, analyzes, develops and recommends new or improved objectives, policies, procedures and work standards and coordinates their implementation; 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; assists the Director in the development of the annual budget and maintenance plan.
2. Plans, coordinates, and manages the operations of maintenance and repair of county roads and right-of-ways; develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates activities with other county sections, divisions, and departments as required.
3. Directs, supervises and coordinates the work of subordinate supervisors and staff; reviews and evaluates the work of subordinate employees and provides for their training; reviews recommendations of subordinate supervisors and recommends various personnel actions to the Director including the hiring, promotion, reassignment, discipline and termination of subordinate employees as necessary.
4. Manages road maintenance operations and construction within local/federal rules/regulations and practices (i.e. contracting laws and guidelines, and developing BMP's and determining acceptable levels of environmental standards).
5. Directs development of and prepares long-range and program objectives to improve service delivery, including establishing performance standards, maintenance optimization and implementing efficient methods and approaches to work tasks.
6. Plays a key role with governmental agencies during floods, snow and ice events, and other natural disasters.
7. Coordinates reimbursible work with other agencies, entities, departments, and divisions.

**STATEMENT OF OTHR JOB DUTIES**

8. Maintains or supervises the maintenance of required records; prepares required reports.
9. May act for and represent Road Maintenance Director, as required.
10. Performs related duties as required.

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**MINIMUM QUALIFICATIONS**

A Bachelor's degree in business, engineering, construction management, public administration, or related field; PLUS, four (4) years of road maintenance, maintenance and pavement management, roadway design and traffic control experience, and/or environmental regulations pertaining to road maintenance experience, which includes two (2) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

A valid State of Washington Drivers License.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of program planning, budgeting, supervision and management
- principles, practices, procedures and methods followed in all phases of road maintenance and repair operations
- equipment, materials and supplies used in road maintenance and repair work
- capabilities, operation and maintenance of the full range of construction and maintenance equipment used in the work
- federal, state and local laws, rules and regulations governing road maintenance and repair operations including safety rules and regulations
- environmental regulations and practices (BMP's)
- occupational hazards and safety precautions associated with road maintenance operations
- use of personal computers
- strategy planning techniques and principles

Ability to:

- develop and implement an effective road maintenance and repair program
- develop program plans and budgets and evaluate work accomplishments
- plan, coordinate, supervise and evaluate the work of subordinate employees
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply laws, rules, regulations and legislation governing operations
- establish and maintain effective work relationships with state and county officials, department heads, associates, subordinates and officials of other agencies and with the general public
- maintain complete and accurate written records and prepare required reports
- maintain interpersonal relations, negotiations and dispute resolutions

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KNOWLEDGE AND ABILITIES (Continued)

- carry out human resource management and labor relations
- communicate effectively both orally and in writing

SUPERVISION

The employee receives administrative direction from the Road Maintenance Director and the work is performed with considerable independence. Direct supervision is exercised over subordinate supervisors and through them over the entire assigned staff. The work is reviewed through periodic status reports, staff meetings and observation of results obtained.

WORKING CONDITIONS

The work is performed in an office environment and outside in all types of inclement weather conditions at county road sites throughout the county. Employee is exposed to traffic, construction equipment, unpleasant odors, dust, and debris. Employee is required to wear county supplied safety equipment when in the field.

The employee is required to work evenings, 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: Pre-1980 as Road Maintenance Supervisor  
Previous Spec No. 260201  
Revised: April 1991  
Revised and Re-titled: June 2003  
Revised: July 2008  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 112 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous