

POSITION DESCRIPTION

Title: Operations Manager
Department: Highway Department – Operations Section
Job Analysis: January 2013, July 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant County Engineer
Subordinate Staff: Maintenance Personnel, Construction Personnel, Area Maintenance Supervisors/Crews, ~~Paving Supervisor~~ Traffic Operations Manager & Other Staff.
Internal Contacts: Other Department Heads and Staff
External Contacts: General Public, ALDOT Personnel and other state and local officials, attorneys, vendors, utility boards, developers, & Emergency Responders
Status: Classified/Exempt (S322)

Job Summary

Performs highly responsible and diverse professional civil engineering tasks and assists the Assistant County Engineer in directing a major department of county government. The employee is responsible for overseeing and directing the three area maintenance sections, Maintenance Engineering Section, Construction Section and ~~Paving Crew~~ Traffic Operations Section of the Baldwin County Highway Department. The employee determines and recommends major departmental policies, plans long-term programs, and makes administrative decisions consistent with county policies relative to maintenance, construction and engineering activities.

Job Domains

- A. Engineering - As Directed by Assistant County Engineer
1. Render professional engineering advice/assistance to professional and supervisory staff in implementation of public works Construction/Maintenance projects and activities.

2. Direct professional, sub-professional and other employees engaged in. Construction/Maintenance of all public roads, highways, bridges and related drainage structures and other governmental activities
3. Establish maintenance priorities necessary to conform to good engineering practice as related to local, state, and federal specifications and requirements, as required.
4. Oversee Construction, Maintenance, Rehabilitation and Alteration projects accomplished by Baldwin County forces.
5. Professional contact with outside survey, engineering, construction, or other miscellaneous service-oriented providers for the purposes of obtaining services, negotiate contracts for services, administering contracts and ensuring prosecution of work by contractors or consultants.

B. Planning and Coordinating

1. Liaison with citizens for coordinating various other agencies.
2. Plan and schedule Specialized Highway Construction/Maintenance activities.
3. Assist in developing budget.
4. Assign work to subordinates and leads subordinates in accomplishing goals and priorities.
5. Hold subordinates accountable to achieving desired goals.
6. Inspect road and bridges scheduled for Construction/Maintenance work.

C. Miscellaneous

1. Read literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conference related to job domains
3. Must be highly motivated and organized.
4. Meets with Public, listens to complaints and tries to resolve problems related to road Construction/Maintenance.

Knowledge, Skills, and Abilities

1. Verbal skills to direct and supervise subordinates, ~~deal~~ **communicate effectively** with the public, and handle various requests from the public, other departments, and commissioners.
2. Math skills to accomplish any variety of civil engineering typical problems.
3. Writing skills to prepare reports and presentations.
4. Reading skills to read maps, blueprints, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.
7. Assist in coordinating disaster recovery.
8. See well enough to read maps, maintenance orders, etc.
9. Hear well enough to understand normal conversations.
10. Speak well enough to relate with other county employees, and others.
11. Body mobility to inspect culverts and bridges.
12. Strength to lift 50 pounds.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.

Minimum Requirements

1. Minimum of B.S. in Civil Engineering preferred.
2. Licensed Professional Engineer in the State of Alabama preferred but not required.
3. Have a valid driver's license.
4. Five (5) years experience in highway maintenance, design, or construction.