



Logan County

Job Description

Title:	Assistant Operations Manager	Code:
Division:	Operations	Effective Date: 08/2010
Department:	Road & Bridge	Last Revised: 02/2016

GENERAL PURPOSE

Performs a variety of **supervisory and technical duties** related to planning, organizing, and coordinating the daily field operations of the Road & Bridge Department. In the event the Operations Manager or the Administration Manager is unavailable may act as front line supervisor in all areas of the department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Operations Manager or the Administration Manager.

SUPERVISION EXERCISED

As directed by the Operations Manager or the Administration Manager, provides general supervision to the division foreman, i.e., Truck Foreman, Bridge Crew Leader, Shop Foreman and Traffic Technician.

ESSENTIAL FUNCTIONS

Assists in managing the operations of the department, including the construction, maintenance and repair of roads, bridges, traffic control signs, fleet and equipment, and assists in the planning, organizing, coordinating and directing the resources of the department, including personnel and equipment, to perform work assignments.

Assists with work projects and assignments directly and through subordinate supervisors and crew leaders; assists with determining work schedules; assists in assigning work priorities to crews and individuals; assists with assigning and/or approving work methods and procedures to perform operations.

Assists with coordinating departmental projects with the Board of County Commissioners, U.S. Forest Service, Bureau of Land Management, State Highway Department, Army Corp of Engineers, school district, cities, towns, economic development agencies and other agencies as directed by the Operations Manager or the Administration Manager.

Inspects county roads and bridges to ensure safety, proper repair and maintenance and assists with determining repair and/or construction priorities; assists with determining priorities based on results of road inspections and request from the public.

Deals with the public and may respond to requests and/or complaints on all matters related to the County roads and bridges.

Assists with overseeing quality assurance through field inspections on various contracted projects; appraises Operations Manager and Administration Manager of contractors' performance; monitors staff compliance with performance standards, as necessary; discusses procedural options as needed to solve problems; coordinates problem follow-up inspections to assure compliance and resolution.

Assists with supervision of field personnel; participates in the selection process when assigned; assists with proper training of employees, directly or through subordinate supervisors; assists with evaluating the work performance of employees when assigned.

Performs related duties as assigned and required. Hands-on work is required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. High school diploma or GED equivalent supplemented with training in technical areas of road and bridge construction and maintenance;
AND
- B. Five (5) years of experience in road construction and maintenance or a directly related field which includes the operation of heavy equipment in road construction.
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of equipment, construction and maintenance methods and materials related to the County road system; principles and practices related to the administration and management of a county department; engineering processes and procedures; engineering principles and methods; civil engineering standards; blueprints, grades, machinery, materials, and methods on constructing roads, bridges, drainage systems, culverts, etc. **Some knowledge of** principles and techniques of supervision; general accounting principles and practices; budget development and control programs; safety standards related to road and bridge construction; hazards common to heavy equipment operation; equipment maintenance and repair; engineering/architectural design development procedures, cost analysis and scheduling practices.

Ability to direct the work of others in a county department involving multiple activities and priorities; to effectively motivate employees, both directly and with the assistance of subordinate supervisors; achieve established goals; plan, organize, and assist with directing the affairs and operations of a department engaged in a variety of construction projects related to road and bridge systems, signing and traffic control; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; communicate clearly and concisely both orally and in writing; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Colorado Class "A" CDL driver's license.

4. Work Environment:

Work is typically performed outside with frequent exposure to temperature changes, dust, fumes, moving parts, and extreme weather conditions. Tasks require variety of physical activities, involving muscular strain, such as walking, climbing standing, stooping, sitting, heavy lifting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Constant travel in automobile or equipment required in job performance. Some daily aspects of the job pose threats or hazards capable of producing severe physical injury.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)