



CLASSIFICATION NO. 424
Revised: 8/78, 1/93, 1/99, 12/07
FLSA: Exempt
EEO: 1

TRANSPORTATION OPERATIONS MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and manage the County's programs for road system maintenance and preservation; to direct supervisory, professional, skilled craft and maintenance staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Transportation Maintenance Division within the Department of Transportation and Development is responsible for the maintenance and preservation of the County's roads, bridges, culverts, and drainage structures and equipment related to road, bridge, traffic control and ferry operations.

The Transportation Operations Manager has broad managerial oversight of the road, bridge, fleet and equipment maintenance programs and traffic control operations. This position is responsible for long range planning and development of the annual work plan and budget for the division.

The Transportation Operations Manager differs from the Transportation Maintenance Supervisor by the responsibility for overall management of the Transportation Maintenance Division. Transportation Maintenance Supervisors are responsible for road, bridge, traffic and equipment maintenance work, including installation, construction, inspection, and maintenance activities within an assigned area of responsibility.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and implements new and revised policies, goals and standards; prepares the Division's annual and long range work plans; ensures Division operations comply with Federal and State statutes, rules and regulations and county ordinances, including those relating to safety and environmental quality.
2. Participates in committees and regional organizations to promote and coordinate Division programs; reviews, advocates and testifies on legislation related to Division activities; responds to public inquiries, complaints and appeals concerning Division operations; responds to employee grievances and complaints.
3. Promotes Division activities and programs with government agencies, business associations and community groups; evaluates and responds to complaints from other government agencies and the general public; conducts presentations to service organizations,

community groups and governmental agencies regarding Division issues, projects and community activities.

4. Develops and administers annual and supplemental budgets; presents budget proposals to department director and County Budget Committee; forecasts and monitors revenues and expenditures; prepares financial reports.
5. Develops and negotiates terms and conditions of contracts and other agreements; revises internal controls over the administration of contracts; responds to problems regarding noncompliance with contract specifications.
6. Directs and coordinates road, bridge, traffic, and equipment acquisition and maintenance services within the Division, County departments, state and federal agencies and citizen groups; provides technical assistance, training and advice in the maintenance and preservation of the County's road system.
7. Hires and directs professional, supervisory, skilled craft and maintenance staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, including personnel management and budgeting; program planning; leadership, teamwork, and participative management techniques; public relations techniques.

Working knowledge of: Federal, State and local statutes, regulations, laws, rules, ordinances and codes relating to road structures, road drainage systems, transportation system construction specifications, safety, environmental quality, right-of-way, excavation and grading; occupational hazards and safety precautions; methods, materials and equipment used in road and bridge construction, maintenance, inspection and repair; pavement and bridge management systems; fleet management practices; traffic control systems; surface water management and drainage systems; general principals of physical and natural sciences.

Skill to: Communicate effectively, both orally and in writing; develop and implement operational and administrative policies; read and interpret contracts; prepare and administer budgets; hire, train, evaluate and discipline supervisory, maintenance and professional personnel; oversee the accomplishment of work plans within established budget, time and legal guidelines; interpret and apply Federal, State and local statutes, rules and regulations relevant to Division operations; direct staff in continuous efforts to improve quality productivity and effectiveness; foster team work and incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County personnel, outside agencies and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 4/19