

**CLINTON COUNTY ROAD COMMISSION
JOB DESCRIPTION**

TITLE: DIRECTOR OF OPERATIONS

FLSA: Non-Exempt

General Summary:

Under the direction of the Managing Director, the Director of Operations supervises all road and bridge maintenance, equipment maintenance and repair activities. Develops long and short-term maintenance strategies for the Road Commission and interacts extensively with other public entities, contractors, utilities, the media, and the public to provide public information, resolve problems and address ongoing concerns. Reviews and evaluates expenditures related to maintenance and equipment activities and keeps the Managing Director apprised of progress in achieving operational objectives.

Essential Functions:

1. Works with the Managing Director to identify the need for new programs to serve the population and plans program content, staffing needs, budget, and range of services to be provided and the goals and objectives of such services.
2. Works with the Managing Director, state officials, county officials, and township officials, as well as developers, contractors, property owners and others to give out and receive information and to assist in solving problems.
3. As a director, participates in the interviewing and selection of employees and oversees personnel management functions including training and ensuring all staff have appropriate certifications and licenses, assigning functions. Reviews and evaluates performance and addresses employee relations issues.
4. Acts as the State Trunkline Supervisor for the MDOT Maintenance Contract.
5. In conjunction with the Managing Director, keeps CCRC compliant with all MIOSHA and OSHA standards as these standards are always changing. Ensures the MSDS sheets are up to date. Conducts accident investigations.
6. Directs the general assignment of work crews and equipment for road construction and maintenance, equipment maintenance and repair activities to ensure a high quality of service while maintaining Clinton County Road Commission standards. Monitors performance in relation to goals and objectives. Works with department personnel to ensure adequate development and in service training for all staff. Draft, interpret and alter blueprints in the field, as required to help the staff complete maintenance projects.
7. Coordinates work activities through subordinate supervisors. Monitors all work output, evaluates performance, and participates in the discipline program per Board Policies and labor contracts.

8. Develops preliminary budget with the Managing Director. Addresses any questions on the operations department budget in the budget review process. Monitors budget expenditures and financial management activities, identifying and ensuring correction of problem areas.
9. Works with the administration staff on all major material and equipment purchases. Verifies the proper materials and equipment are in stock and/or purchased.
10. Meets and corresponds with representatives of other governmental entities, utilities, contractors, and the public to discuss and resolve problems and complaints related to road maintenance. Occasionally represents the Clinton County Road Commission to the news media.
11. Reviews damage claims and assesses liability made against the road commission. Collects injury reports, reviews property damage, data, and photos for these claims and submits to the appropriate department.
12. Develops short and long-range maintenance programs and cost estimates for force account construction and maintenance operations.
13. Preparing information to be called into the MISS DIG system for county road work and state trunklines.
14. Responsible for ice control, snow removal, and grading of county roads and state trunklines.
15. Determining proper placement of drive culverts and cross culverts on the county road system and state trunklines.
16. Supervising the gravel and culvert crews on county road projects and state trunklines.
17. Coordinating with brush spray contractor.
18. Coordinating the chloride operation.
19. Coordinating overband contractor operations
20. Coordinating gravel contractor operations
21. Coordinating the removal of trash, animals, etc. on the county road system and state trunkline.
22. Acting as Emergency Services Coordinator.

23. Being on call for emergency conditions.

Other Functions:

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

1. Reviewing staff work by talking to each member about assignments, reviewing projects in various phases of completion and talking with contractors and the public affected by their activities.
2. Assisting in the preparation of proposals for annual programs for road construction.
3. Answering public questions and concerns regarding road commission road activities.
4. Verifying and approving timecards and material requisition slips.
5. Attending seminars and professional meetings and reading literature to keep abreast of the latest developments and techniques in design, construction, and supervision as requested.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

Employment Qualifications:

Education: Possession of a bachelor's degree in an area related to Civil Engineering, particularly Highway Engineering, Construction Management preferred or equivalent work experience and/or education.

Experience: Eight years of progressively more responsible supervisory experience as a supervisor in construction management, preferably road construction and/or maintenance.

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Other Requirements:

- Ability to manage and supervise a staff of employees.
- Ability to work extended hours when needed
- Ability to maintain current knowledge of road maintenance/construction practices.
- Ability to deal with employees and the public tactfully and courteously.
- Possession of a valid Michigan Driver's License, CDL license with A and N endorsements- Required
- Ability to operate Microsoft suite to prepare reports and review statistical data on projects.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures, or weather conditions while outdoors, exposure to lights, noises, odors, temperatures, or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passageways, shafts, enclosed rooms, manholes, pipelines, etc.

10. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
11. This position is provided, and required to use, personal protection equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in carrying, pushing, pulling reaching, grasping, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, traverse, climbing, balance, twisting, bending, stooping/crouching, kneeling, and lifting.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

This is a salaried position and requires working whatever hours are required to complete the essential functions of the job.