

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Assistant Division Chief
DEPARTMENT: Public Works
DIVISION: Roads Division
REPORTS TO: Division Chief – Roads
FLSA STATUS: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

The Assistant Division Chief performs management and skilled work overseeing, coordinating and supervising the construction, repair and maintenance of roads, bridges, drainage structures and other areas. The work includes budgetary planning and monitoring, and training and supervising subordinates. This position requires the employee to be on call for emergencies in the designated area 24 hours day/7 days per week.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Oversee the maintenance of County roads, bridges, and drainage structures in an assigned district.
- Inspect work sites to check that work is being done according to plan specifications and to resolve any problems.
- Enforce safety procedures, minimizing risk, ensuring the use of protective and safety equipment is utilized.
- Receive and investigate complaints, requests or inquiries from the public pertaining to department services or projects.
- Plans, organizes and coordinate work at project sites with other County, City and/or State agencies.
- Determines the materials, labor and equipment needed for each project. May determine the costs of materials and equipment.
- Check roads and drainage for future or immediate work. Prepares reports for future scheduling of work such as paving and resurfacing.
- Prepare budget recommendations, forecasting reports, daily work reports, correspondence, equipment purchases, disposal recommendations and other data.
- Coordinates activities of no-going road maintenance crews to ensure plans and schedules are completed on time and within budget.
- Assist in implementing the County Policy Manual and Union Contract.
- Assist in confidential and managerial decisions, meetings and planning as may be required.
- Perform other duties as assigned and required

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required.

Education and Experience:

- High school diploma or equivalent.
- Eight years of increasing responsible experience in road and bridge construction, and maintenance.
- Eight years of management, supervisory, foreman and/or crew leader experience.

Knowledge, Skills, and Abilities:

- Knowledge of operation of moderate-to-heavy motorized equipment.
- Knowledge of the construction and/or maintenance of road, bridge and drainage systems.
- Knowledge of the equipment and materials used in road and bridge construction projects.
- Knowledge of safety laws, rules and regulations.
- Ability to train employees.
- Ability to understand, interpret, and plan work from construction plans.
- Ability to inspect and determine future work planning on road related construction projects.
- Ability to estimate time and material needs.
- Ability to prepare clear, comprehensive technical, administrative and analytical reports
- Ability to express effectively ideas orally and in writing
- Ability to establish and maintain effective, courteous working relationships with public officials, peers, other departments as well as the public
- Ability to handle stressful situations
- Proficient in Microsoft Office Suite or similar software

Certificates and Licenses:

Maintain a valid Drivers License

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
- May be exposed to heat, cold, dust, noise, fumes, and wetness.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment for this position requires extensive outdoor activities.
- Weather conditions encountered will be extreme heat, cold, snow, ice, rain, wet/humid, dry/dusty, wind, sunshine, and various odors.
- Work tasks may be performed in close proximity to moving equipment, vehicles, and parts with times of noisy conditions.