



CLASS SPECIFICATION

Class Code: 16877
Date Est: 10/2009
Last Rev: 08/2016
Last Title Chg: 07/2013
FLSA: Exempt
Probation: 12 months

OPERATIONS SUPERINTENDENT - CSD/ROADS

DEFINITION

Under general direction, plans, organizes, manages, supervises and directs the activities and functions of Road Operations within the Community Services Department, Operations Division; supervises technical and clerical staff in the area of road operations and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration/management, engineering, construction management or a related field, AND four years of management and supervisory experience in roads, engineering, construction, and/or municipal public works or utilities operation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Current registration as a Professional Engineer within the State of Nevada is desirable.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over Road Operations staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Directs priorities and business management of staff for Washoe County roadway network, drainage, right of way, snow removal and operations emergency response. Develop and create work plans for the road staff to ensure that the County road network is maintained in a safe and serviceable condition, in accordance with County and Regional standards.

Create work plans and coordinate the activities and operations of Road Operations, develop and implement policies and procedures to facilitate the delivery of services. Utilize Department engineering expertise and tools to accomplish planning and goal setting in a team environment.

Maintain asset management solutions for the Washoe County roadway network and associated appurtenances.

Participate in the development and implementation of goals, objectives, policies and priorities for the department.

Coordinate and schedule staff and contractor projects, evaluating the quality of work performed through work site inspections and the review of progress reports submitted by supervisors and other staff.

Administer the Road Operations budget. Provide projection of staffing, materials and services requirements and develop recommendations and justifications for staff, equipment, and services.

Develop specifications for equipment and materials.

Coordinate equipment purchases and repairs with the County's Equipment Services Manager. Review monthly service reports.

Compare commercially available products to ensure that the County acquires the appropriate products. Coordinate purchases with Regional partners to assure "best value" to County.

Monitor the operation of a computerized maintenance system by reviewing productivity indexes and other system generated reports.

Coordinate with Engineering Staff to prepare contract terms and conditions for private contractor bidding and negotiations.

Confer with representatives of federal, state, regional and county agencies on varied roads projects, prepare memoranda and conduct correspondence relative to activities of the Road Operations.

Attend meetings of professional societies and speak before professional and civic organizations on varied phases of Roads programs.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Maintain current safety manuals.

Review and assist other operations superintendents with work planning in other areas of the Community Services Department Operations Division; coordinate and schedule resource needs across all areas of the Operations Division.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Laws, ordinances and regulations governing the County's work activities.

Departmental/division policies and procedures.

County wide personnel policies.

Computer software specific to the department/division.

Washoe County budget process and pertinent policies and procedures of other County departments (e.g., Purchasing, Finance, Risk Management).

Provisions of applicable collective bargaining agreements.

Ability to:

Plan, coordinate and direct the Road Operations to achieve established goals and maximize efficiency.

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Facilitate process improvements and problem solving amongst division staff and foster cooperation and teamwork with engineering staff and regional partners.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Work Planning and the use of computer maintenance management software.

Asset management principles and practices.

Modern principles and practices of administration as applied to materials, methods, equipment and practices used in the construction, maintenance and repair of roads, bridges, drainage systems, water and sewer systems, parks and buildings.

Principles and techniques of municipal administration.

Principles and practices of management and supervision, including program planning, implementation and administration.

Principles of budget preparation and fiscal accounting.

Materials, methods, equipment and practices used in the construction, maintenance and repair of roads, bridges and drainage systems.

Civil engineering principles and practices as applied to management of roads, including construction, maintenance, operations and repair.

Ability to:

Interpret, understand and apply technical reports, statutes, rules and regulations.

Read and interpret plans, maps, specifications and other related documents.

Communicate effectively both orally and in writing.

Evaluate operational problems or situations, develop sound conclusions and make effective decisions and/or recommendations.

Maintain cooperative and effective working relationships with division staff, professional engineers, contractors, management staff, elected officials, the general public and representatives of other departments and regional partners.

Make presentations and represent Road Operations in various public forums such as County Commission meetings.

Implement work methods and procedures which promote a safe working environment, and ensure proper staff training in work safety.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is usually performed in an office environment and occasionally outdoors.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standard.