

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Chief, Road Operations and Fleet Management

DEPARTMENT: Public Works

REPORTS TO: Director of Public Works

PAY RANGE: 38, FTE, Benefits Apply, Exempt Employee

JOB SUMMARY: Position requires professional work in county road operations and maintenance using extensive knowledge of general and specific road and bridge maintenance procedures and methodology. Provides oversight, direction and daily management of three road maintenance districts and a vehicle maintenance shop comprised of approximately 38 employees operating across a 1300 square mile county with close to 1000 miles of road. Develops \$5.5 million road maintenance portion of annual county road budget and is responsible for and day-to-day management of same. Responsible for maintenance of six miles of the Mill Creek Flood Control Zone District (MCFCZD) channel and develops the MCFCZD budget accordingly. Oversees the integrated vegetation management program, signing/traffic control operations and procurement of road maintenance supplies and materials. Serves as the County Fleet Manager, including planning, managing and directing the annual work program for the Fleet Services (ER&R) Division with more than 250 vehicles and other pieces of heavy construction equipment.

SUPERVISORY RESPONSIBILITIES: Supervises 38 employees including the Assistant Chief, three road foremen, one maintenance shop supervisor and associated road crews and mechanics. Serves as one of two primary advisors to the Director of Public Works.

ESSENTIAL FUNCTIONS:

- Develops and executes annual road maintenance budget, MCFCZD budget and the Equipment Rental & Revolving Fund.
- Plans, coordinates, and prioritizes major road maintenance projects and activities.
- Oversees daily road maintenance operations county-wide, providing foremen guidance and assistance to ensure use of best maintenance management practices.
- Develops, implements and manages a comprehensive fleet management program including purchase, replacement, maintenance and rental of the county-wide fleet.
- Plans, coordinates, and prioritizes the annual maintenance for MCFCZD.
- Procures equipment, supplies, services and materials in accordance with federal, state and local acquisition regulations.
- Investigates road related complaints, claims, accidents and other incidents and develops recommendations for resolution.

- Personnel management of road maintenance and fleet personnel to include hiring, firing, performance counseling and evaluations, employee recognition and discipline.
- Facilitates labor-management relations to include collective bargaining contract negotiations.

EXAMPLES OF DUTIES:

- Coordinates on a daily/weekly basis workload leveling between maintenance districts and with other governmental agencies or private businesses.
- Coordinates manpower and equipment requirements during extraordinary conditions such as flooding, heavy snow, etc.
- Evaluates completed work for quality and conformance to County maintenance standards and practices.
- Plans and recommends future projects and maintenance activities.
- Coordinates and manages bridge maintenance on approximately 175 bridges.
- Oversees county Pavement Management Program.
- Analyzes fleet costs and calculates equipment rental rates accordingly to fully capture operational, replacement and overhead components of fleet ownership.
- Oversee purchase, repair and service of fleet vehicles.
- Coordinates and maintains effective working relationships with other divisions within the Public Works Department and serves as the fleet management liaison to other County departments and outside agencies.
- Coordinates operation of the County's fuel supply; directs fuel purchasing and fuel site maintenance and security.
- Participates in employment interviews and selection of new employees.
- Prepares road maintenance, MCFCZD and ER&R budgets for approval.
- Interviews and conducts testing for operator proficiency and employee promotions.
- Develops maintenance and fleet sections of annual Business Plan.
- Administers personnel policies and safety rules.
- Answers questions and concerns regarding maintenance procedures and policies.
- Negotiates contracts and agreements with other agencies, vendors and suppliers.
- Represents county in professional manner, dealing with the public, local municipalities, state and federal agencies, private contractors and utility providers.
- Responds to and resolves difficult public concerns regarding maintenance and operation issues.
- Represents Public Works Department on various committees, associations or groups.

EQUIPMENT TO BE USED: Computers, calculator, printers, and associated software, to include Wincams, Office, Excel, Access and Power Point. Must be able to comprehend and use complex budgeting software and fleet management programs. Must be able to operate county vehicles, traffic measuring devices, and assorted instruments and equipment necessary to perform the job duties.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: This position involves both office and field work. Must possess the physical ability to perform field work involving bending, lifting and twisting, and sitting or standing for extended time to perform

essential job duties. May be required to work in adverse weather conditions. Must also possess physical abilities typically related to office operations including manual dexterity and visual acuity to operate computers and other office equipment, and sufficient hearing and speech ability to communicate verbally and in written forms.

KNOWLEDGE AND ABILITIES:

- Knowledge of supervisory techniques, methods and policy.
- Ability to manage and direct activities of professionals and sub professionals.
- Knowledge of road and bridge maintenance and construction practices, engineering principles and procedures.
- Knowledge of road maintenance and construction equipment and operation.
- Knowledge of traffic control signing, construction zone signing and pavement marking.
- Knowledge of environmental regulations and requirements.
- Knowledge of and ability to administer personnel laws, regulations and policies.
- Knowledge of union contracts and related actions.
- Knowledge of accident investigation and documentation for liability protection.
- Knowledge of public sector budget preparation, implementation and management.
- Knowledge of county contracting and purchasing procedures.
- Knowledge of permitting processes involving driveways, private roads, road cuts, franchises and special events.
- Familiarity with vegetation control techniques and procedures.
- Familiarity with equipment maintenance and repair.
- Familiar with emergency operations and incident command system.
- Ability to interpret basic engineering plans and specifications with respect to maintenance and construction projects.
- Ability to understand and execute oral and written instructions.
- Ability to establish and maintain effective and harmonious working relations with supervisors, co-workers, other departments, other agencies and the public.
- Ability to effectively communicate both orally and in writing.
- Ability to interpret federal, state and local government codes and laws.
- Ability to operate equipment associated with the position in a proper, safe and skillful manner.
- Ability to work independently with minimum supervision.
- Ability to obtain a valid vehicle operator's license as required by the position.
- Knowledge of both maintenance management and fleet management principles and practices.

EDUCATION AND EXPERIENCE: Bachelor's degree in engineering, public administration, business or related fields. Five (5) years progressive experience in the administration, performance, and supervision of road maintenance/construction, and at least two (2) years of supervisory experience in fleet operations and budget management.

LICENSES AND OTHER REQUIREMENTS: Professional Engineer License preferred. Desired qualifications include: Certified Automotive Fleet Manager (CAFM) or Certified Public Fleet Professional (CPFP). Must possess a valid driver's license and have a safe driving record.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT
FOR EMPLOYMENT.**