

ROADS AND BRIDGES MANAGER

Cherokee County, SC

**Location**

Cherokee County Public Works Department

138 Public Works Drive

Gaffney, SC 29341

Job Type

Full Time

Department

Public Works

FLSA

EXEMPT

Job Summary

Under limited guidance from County Administration, manages the county daily operations and activities pertaining to the construction, repair and maintenance of County roads, bridges, and right-of-way. Supervises all personnel within the roads and bridges department to ensure efficient day-to-day operations. Maintains the budget within the department. Creates, reviews, and maintains policy and procedure that reflects the position of the county in the roads and bridges department and ensures productivity within the confines of the budget as well as county/state/federal rules and regulations. Manages county work orders and projects, interfaces with the public regarding comments/complaints/requests within the roads and bridges department. Maintains all records regarding the department as it relates to reporting, scheduling, personnel, projects, work orders, public input, and all other records and documents as required.

Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> • Personnel Management: <ul style="list-style-type: none"> ➤ Responsible for hiring, promoting, releasing, disciplining, and evaluating all Roads and Bridges Department Employees. ➤ Responsible for providing input on employee structure within the department. ➤ Responsible for ensuring employees within the department adhere to safety, policy, and general regulations. ➤ Responsible for employee reporting as requested by Administration and Human Resources ➤ Responsible for employee work flow to ensure most efficient day-to-day activities are being performed. ➤ Responsible for addressing and resolving employee issues and/or deferring to Human Resources and/or administration to address specific employee issues. ➤ Responsible for ensuring all employees obtain and maintain the proper certifications based on the work that they are performing and maintaining all records associated with those certifications/training. 	20%
<ul style="list-style-type: none"> • Schedule, Equipment, and Materials Management: <ul style="list-style-type: none"> ➤ Responsible for maintaining work/project schedules that align with the most effectual and fiscally responsible workflows. ➤ Prioritizes public work orders, projects, and specific requests appropriately. ➤ Provides accurate and regular reporting regarding schedule and equipment as required. ➤ Ensures Equipment and vehicle maintenance is scheduled in a routine manner. ➤ Responsible for monitoring the correct use of equipment and vehicles to ensure unnecessary maintenance/repairs do not result from improper use of equipment. ➤ Responsible for ordering supplies for the office, personnel, and maintenance projects (routine and special.) ➤ Keeps Administration informed of problem areas that will need future work and makes arrangements to have such work scheduled within funding guidelines. 	20%
<ul style="list-style-type: none"> • Technical Input and Troubleshooting: <ul style="list-style-type: none"> ➤ Makes decisions that most effectively solves issues in the field. ➤ Evaluates road, stormwater, and general ROW conditions, prioritizes work and directs appropriate repairs and maintenance activities. 	20%

<ul style="list-style-type: none"> ➤ Advises Administration as needed on maintenance and construction activities within ROW. ➤ Maintains a good working knowledge of County-owned roads. ➤ Works towards initiating new County policy and programs that address infrastructure (i.e. sign maintenance management, winter road maintenance, etc.) 	
<ul style="list-style-type: none"> • Quality Assurance: <ul style="list-style-type: none"> ➤ Monitors quality of material being utilized during construction and maintenance operations ➤ Monitors quality of work being performed by county crews in the field. ➤ Facilitates education and training for employees to ensure work is performed via proper procedures, specifications, and regulations. ➤ Ensures the proper safety precautions, including signage, are set up and maintained for the duration of construction and maintenance activities within the ROW. Provides education to the crews regarding safe work zones. 	15%
<ul style="list-style-type: none"> • Record Keeping, Interagency Communication, and Customer Service: <ul style="list-style-type: none"> ➤ Creates and maintains all reporting as required by Administration, state, and federal agencies. ➤ Creates and maintains work orders by Administration and the public. ➤ Builds report with the community through good faith efforts in infrastructure improvement and maintenance. ➤ Works with other government agencies such as South Carolina, the Town of Blacksburg, and the City of Gaffney on all matters related to public infrastructure. 	20%
<ul style="list-style-type: none"> • Misc. <ul style="list-style-type: none"> ➤ Works on special projects as directed by Administration ➤ All other duties as assigned. 	5%

Qualifications

Job Requirements

- Associate's Degree or certification related to public works operations, business, and/or construction.
- Minimum of two years in a road maintenance/construction management position.
- Proficient with technology, i.e. Microsoft Office Products, Adobe, etc.
- Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina
- Must be able to successfully pass a drug screen

Preferred Qualifications

- Bachelor's degree in Construction Science, Construction Technology, Civil Engineering, Construction Management or related/equivalent degree.
- Previous experience working in a Public Works Office within a government sector.

Performance Requirements

- Knowledge of the asphalt, concrete, stormwater infrastructure, general street and ROW maintenance.
- Ability to effectively manage personnel in a dynamic work environment
- Ability to manage civil construction and maintenance projects.
- Organizational and prioritization skills to effectively manage and maintain several records and execute work based on requests.
- Knowledge of basic to moderate budget maintenance.
- Basic knowledge of various types of equipment used to implement road maintenance projects.
- Skill and mathematical ability to handle required calculations
- Effective communication skills and a public service-oriented attitude.
- Ability to use computer systems to communicate, record, and transfer data.
- Ability to become familiar with state specifications i.e. SCDOT Standard Specifications.
- Ability to carry out instructions in a written, oral, or diagram form.
- Ability to set and read grade stakes.

Other Information

Working Conditions

Primary Work Location: Cherokee County Public Works Department
138 Public Works Drive Gaffney, SC 29341

Physical Demands:

A combination of sitting to perform office tasks frequently, driving to visit and manage maintenance and construction areas, and walking/standing/light to moderately working on maintenance/construction projects as required. Must be able to lift 20+ pounds. Requires exposure to inclement conditions and temperatures on occasion. Work involves regular exposure to vibration, oils and other fluids, extreme heat and cold and other hazards including exposure to mechanical parts, electrical current, etc. Requires regular communication with others (hearing and talking, both in person and over the telephone.) Regular exposure to fumes, chemicals (including petroleum products), and other harmful substances as typical for large equipment operation and maintenance. Requires good general vision.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.