

Director of Operations
Livingston County Road Commission
3535 Grand Oaks Drive
Howell, MI 48843
(517) 546-4250

Hourly Wage Rate: \$32.62 - \$43.29 DOQ
Application Deadline: 11:59 PM, Friday, December 14, 2018
Required Documents: Resume, Cover Letter, and Transcripts
Please apply by email to mail@livingstonroads.org
Please use subject heading "Director of Operations" when applying

General Summary:

Under the direction of the Managing Director, supervises all road and bridge maintenance activities, buildings and grounds maintenance, and all equipment procurement and maintenance functions. Develops short and long-term maintenance strategies for the Road Commission and works extensively with other government entities, contractors, utilities, and the general public in the furtherance of Road Commission policy and maintenance strategies. Reviews and evaluates expenditures related to maintenance and equipment activities, and keeps the Managing Director informed of progress towards achieving operations objectives. Prepares tools and measures for maintenance planning, management, and control.

Typical Duties:

1. Monitors and directs as necessary the general assignment of work crews and equipment for road maintenance, buildings and grounds, and force account construction activities through the General Foreman and District Supervisors.
2. Coordinates work activities with the General Foreman, District Supervisors, and Equipment Supervisor. Monitors all work output, evaluates performance, and administers appropriate recognition as warranted.
3. Develops preliminary budget recommendations and administers operating budget throughout the fiscal year. Develops and maintains record keeping systems to document operation activities.
4. Prepares specifications and proposals for materials and contractor services.
5. Meets and corresponds with representatives of other governmental entities, utilities, contractors, and the general public to discuss road issues and service requests related to road and bridge maintenance.

6. Meets regularly with the Managing Director, other Department Heads, and the Board to discuss activities, schedules, problems, and issues pertaining to road maintenance and equipment.
7. Develops long and short-term maintenance programs and cost estimates for force account construction and maintenance operations.
8. Conducts evaluation of service response and work in progress. Provides direction to district supervisors.
9. Provides direction to the overall maintenance and repair of Road Commission facilities and properties.
10. Performs related duties as required.

Employment Qualifications:

A Bachelor's Degree in Civil Engineering or in a related field is required, or significant relevant experience in lieu of a degree. Registration as a Professional Engineer in Michigan is highly desirable. A minimum of four years of progressively responsible supervisory experience and construction management, especially road or bridge maintenance, is required.

Special Employment Requirements:

A valid Michigan Motor Vehicle Operator's License is required. The position requires the proficient use of word processing and spreadsheet software.

Essential Job Functions:

Lifting (10-50 pounds), occasionally.

Sitting (in vehicle or office), frequently.

Walking to inspect projects or complaints (often on rough terrain), frequently.

Visual inspection of projects or complaints, frequently.

Hearing (for personal safety or the safety of others), constantly.

Twisting and turning (to check or demonstrate work), occasionally.

The above statements 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 job duties performed by personnel so classified.