**JOB DESCRIPTION**

POSITION: MANAGER/DIRECTOR

**GENERAL DESCRIPTION OF DUTIES:**

This is highly responsible administrative work in directing and managing the operations of the Mason County Road Commission (MCRC). This position reports directly to the Board of Road Commissioners (BOARD). Work involves responsibility for planning, coordinating, and directing construction/maintenance projects. Full responsibility for establishing policies and procedures, preparing an annual budget, and controlling expenses. Work is performed in accordance with overall policies established by the BOARD, which establishes policies and budgetary limits; however, there is wide latitude for the exercise of technical and administrative judgment in making decisions within the areas of delegated authority and implementing policy. Direct supervision is exercised over management staff with the employee ultimately responsible for the entire commission work force. Work may originate in the form of specific directions from the BOARD or upon receipt of complaints or requests from members of the public or other sources. Periodic operational and financial reports are reviewed by the BOARD. Work involves extensive contact with a wide variety of government agencies, landowners, private contractors, and the general public.

**EXAMPLES OF PRIMARY DUTIES:**

1. Make recommendations to the BOARD regarding short and long-term goals and objectives for all MCRC projects throughout the County.
2. Oversees the direction of road construction and maintenance projects, roadway sanding/salting and snow removal, automotive and construction equipment maintenance and repair, and equipment operations of the MCRC.
3. Develops or directs the formation/implementation of safety policies and procedures as approved by the BOARD.
4. Oversees the development of plans and work schedules for construction and maintenance projects; conducts staff meetings with MCRC personnel; administers rules, regulations and policies established for MCRC employees.
5. Writes or directs the writing of construction specifications, applications for federal/state grants or other sources of funding, special provisions for contract work on road/bridge construction and maintenance projects, specifications for the purchase of vehicles and heavy equipment; prepares or oversees cost estimates for construction and maintenance projects.
6. Evaluates the relative merits of using private contractors as opposed to department work force for conduction construction and maintenance projects; recommends and administers contracts for work being performed.
7. Studies the administrative, financial, and operational procedures of the MCRC; develops, recommends, and implements new or improved methods; conducts such other studies, statistical and financial analyses as needed for performance reporting on operations.
8. Ability to pursue modernization and efficiency for the organization. 5S experience preferred.
9. Coordinate and represent MCRC with regards to the State Maintenance Contract with the Michigan Department of Transportation.
10. As necessary, be accessible on a 24-hour basis including holidays and weekends.
11. Participates as part of the Public Works Section of the Mason County Local Emergency Planning Committee (LEPC) and the Mason County Local Planning Team (LPT).
12. Proficient in Microsoft Products, familiar with Road Soft and the TAMC.
13. Participate in labor negotiations, grievances, and arbitration proceedings. Act as chief spokesperson for management.
14. Meet with elected officials of townships, cities, state legislators and the public to address issues, promote organizational objectives and respond to questions or concerns. Review public relations materials and participate in media interviews. Attend County Road Association and other professional association meetings. Attend legislative hearings.

The duties stated herein are intended to describe the general nature and level of work being performed by this individual. They are not to be construed as an exhaustive list of all duties and responsibilities, which might be a part of this position.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:**

The physical demands and work environment described here are representative of those that must normally be met by an employee to successfully perform the essential functions of this job. Individuals with disabilities may be allowed to demonstrate alternate methods to perform this job. Reasonable accommodation may be made to enable such individuals to perform these essential functions.

Ability to use a vehicle daily to check progress of construction and maintenance activities and on-site employee performance.

Ability to communicate on the telephone and radio system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of governmental administration, including personnel and budget administration, planning and coordination.

Thorough knowledge of the organization of county government and the relationships of county government to state and federal governmental agencies.

Ability to plan, organize, and administer a variety of ongoing projects for efficient operation and maximum coordination.

Ability to communicate effectively, both orally and in writing.

Ability to direct, review and evaluate the work of management staff and professional and skilled subordinates.

Ability to effectively communicate the policies, programs, and needs of the MCRC to government officials, private contractors, and the general public.

**EMPLOYMENT STATUS:**

It is the policy of the Mason County Board of Road Commissioners that the position of Manager/Director is employed at the will of the BOARD and may be dismissed for cause at any time during employment.

**NOTE:** The Above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).