

Town of Castle Valley
Roads Department Manager (Administrative Only)
Job Description

Title: Roads Department Manager

Fair Labor Standards Act Status: Exempt

Part-Time Position: Work hours vary by season with an average of 4 hours per week

Pay: Starting pay ranging from \$20 per hour negotiable after 3 months depending on experience and degree to which qualifications are met. Pay raises are possible with growth in the position.


Job Summary

Plan, organize, coordinate, supervise and direct operations involved in construction, repair, and maintenance of the Town roads and drainages with an understanding of the natural and geological processes at work within Castle Valley. Schedule, assign and supervise department personnel, contractors, equipment and materials, keeping within the budget parameters determined by the Town Council. Conduct Drainage Reviews, issue Easement Encroachment Permit.

Operate under the general supervision/oversight of the Mayor and/or the Roads Committee.

Duties and Responsibilities

1. Live within the Town of Castle Valley or vicinity.
2. Manage the staff “on call” schedule for emergencies which is to include being available on the radio.
3. Oversee Town roads and drainages work in a safe and cost-effective manner.
4. Maintain a working knowledge and insure compliance with all Town personnel policies, contracts or agreements, and relevant County, State, and Federal regulations.
5. Maintain awareness of all weather conditions affecting roads and drainages and make provisions for any extra maintenance required.
6. Insure 24 hour coverage for emergency situations. Give high priority to snow removal and flood management. Requires night and weekend work.
7. Monitor all expenditures (including employee timecards) to insure that Department spending is within the budget. Communicate in a timely fashion with the Town Council regarding all budget issues. Prepare bid specifications for materials, supplies and equipment purchases while adhering to the Department budget and the Town purchasing policy.
8. Maintain inventories of supplies necessary for all Department work.
9. Manage employees and contractors including training according to policies developed by the Town Council.

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10. Establish/maintain good working relationship with Grand County Road Department. Liaison with Town Council, Roads Committee and Grand County regarding maintenance of Castle Valley Drive. Attend meetings when appropriate.
 11. Monitor Department operations and respond to problems on a daily basis, including complaints by the public. Relate to Town citizens in a professional, courteous and respectful manner, appropriately responding to their inquiries and complaints.
 12. Carry out a regular maintenance schedule for routine and preventative maintenance of equipment in a cost efficient manner, insuring compliance with operation and safety standards.
 13. Insure compliance with various federal, state and local regulations related to safe environmental and land management operations.
 14. Attend meetings with the Roads Committee and Town Council. Provide a written monthly report to the Town Council prior to its regular monthly meeting.
 15. Perform drainage reviews for building permits and easement encroachment permits for work within the road easements
 16. Research and advise Town Council on equipment acquisition.
 17. Implement special assignments from the Town Council.

Desired Minimum Qualification

1. High School diploma or GED.
2. Valid Utah Driver's License.
3. Management training or equivalent relevant training experience.
4. Ability to perform physical labor.
5. At least two years of experience as a manager in similar duties.

Disclaimer: The above information is intended to describe the general nature of this position, and is not considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.