



Division Manager – Roads and Weeds

Job Description

Department: Public Works
Position: Career Service
Grade: 729
Supervisory: Supervisor
Reports to: Associate Director – Public Works

Summary

Under general guidance and direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities and personnel of the Roads and Weeds Division of Public Works.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the activities and personnel of the Division, including vegetation management activities under the Noxious Weed Act.
2. Make staffing decisions within the Division including, hiring, training, performance evaluation, scheduling of workloads and job assignments, safety awareness, and retention of assigned personnel.
3. Compile, review, and maintain reports, daily work records, timecards, payroll information, work specifications, Roads and Weeds Division contracts, and appropriate personnel documentation.
4. Organize and oversee the setting of goals for the Division on an annual basis; discuss progress or modifications at planned quarterly meetings, as needed.
5. Supervise and coordinate Division involvement with other County Departments, Divisions, volunteer groups, private partners, and outside agencies.
6. Assist with preparation of the Division budget; monitor and approve purchase orders and expenditures; seek out funding sources for Division, including grants from other jurisdictions and agencies.
7. Ensure all aspects of health and safety are addressed within and along County roads, including regular inspections.
8. Assist with planning, designing, and monitoring construction of new County roads and maintaining existing County roads.
9. Ensure projects are completed according to specifications, plans, applicable codes, and the intent of the contracts; coordinate activities with contractors, as needed.
10. Supervise the construction, maintenance, and snow removal for County roads, bridges, culverts, gutters, sidewalks, fences, and related facilities.

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Job Title: Division Manager – Roads and Weeds
FLSA: Exempt
Effective Date: 8/17/2023
Public Safety: No

Worker's Compensation: Streets/Roads
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Division Director

11. Manage the County's weed control program to control and eradicate noxious weeds; map, identify, contain, and control noxious weeds on County rights-of-way, properties under the County's control, or properties of landowners within the County.
12. Direct weed control efforts in compliance with Federal, State, and County laws, rules, regulations, and codes.
13. Attend the County Weed Board meetings and coordinate efforts with the Weed Control Supervisor to ensure duties and assignments are completed.
14. Prepare specifications for Division materials, including but not limited to asphalt, road gravel, chips, oil, salt and cinders, culvert pipe, and fencing.
15. Ensure favorable public relations; respond to questions, complaints, and problems related to the County road system.
16. Prepare reports for State and Federal agencies for specified projects, as required.
17. Respond to emergency situations, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of mechanical applications
- Knowledge of current road construction methods and techniques
- Knowledge of application of herbicides, fungicides, insecticides, and pesticides
- Skilled in supervisory techniques
- Skilled in document composition
- Skilled in reading blueprints, plans, and specifications
- Skilled in reading, writing, and math
- Skilled in interpersonal communication
- Skilled in operating road construction machinery and heavy equipment
- Ability to effectively supervise, motivate, and guide subordinates
- Ability to resolve conflicts and complaints
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Incumbent may be exposed to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to possible bodily injury from

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moving mechanical parts of equipment, tools, or machinery. This position requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to very loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required lift supplies or equipment weighing up to eighty (80) pounds. The employee is required to type and file. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Construction Management or a closely related field.
2. Six (6) years of formal work experience performing road or heavy earth construction activities, including two (2) years in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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2. Applicants must possess a valid State of Utah Class A Commercial Driver’s License (CDL). Applicant may be required to obtain a N, T and X endorsement.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain certifications during employment when applicable:
 - a. Forklift Certification
 - b. State of Utah Flagger certification
 - c. CPR Certification
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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