



MARICOPA COUNTY
invites applications for the position of:
**Roadway Operation
Division Manager**

An Equal Opportunity Employer

OPENING DATE: 01/08/18

CLOSING DATE: 01/29/18 11:59 PM

DEPARTMENT: Transportation

JOB TYPE: Unclassified/Full-Time

LOCATION: Phoenix, Arizona

SALARY: \$77,168.00 - \$119,704.00 Annually

POSITION OVERVIEW:

The Roadway Operation Division Manager's primary focus is to plan, direct, supervise, and review the work of staff within the Roadway Maintenance Division. This position works under limited supervision and works collaboratively with the Director and other Division Managers.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

Bachelor's degree and six (6) years' experience in the construction, maintenance and repair of roadways, of which at least three (3) years' are at a supervisory level. An equivalent combination of post-secondary education and/or experience may substitute for the minimum qualifications on a year for year basis.

Specialized training, certifications, and/or other special requirements:

Must possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license.

Knowledge, skills, and abilities:

Knowledge of:

- principles and practices of roadway maintenance
- equipment, tools and materials used in roadway maintenance activities
- principles and practices of management and supervision
- principles and practices of safety management
- principles and practices of public administration, including budgeting, purchasing and the maintenance of public records

Ability to:

- plan, direct and coordinate a variety of functional specialties with overlapping work areas

- select, motivate and evaluate staff and provide for their training and development
- prepare, administer and monitor a division budget
- analyze complex organizational and administrative problems, evaluate alternative and recommend or implement effective courses of action
- develop and implement goals, objectives, policies, procedures, work standards and management controls
- exercise independent judgment and initiative within general policy guidelines
- establish and maintain effective working relationships with those encountered in the course of the work

Skill in:

- managing and leading staff, delegating tasks and authority, and creating a work environment that fosters teamwork and professionalism
- utilization of manpower, equipment and supplies
- communication, including making presentations

Preferred education and/or experience:

Eight (8) or more years' experience in the construction, maintenance and repair of roadways. Four (4) or more years' experience working in a supervisory capacity.

Preferred training, certifications and/or other special requirements:

Credentialed as an American Public Works Association Public Works Supervisor.

Working conditions:

Ability to perform field duties including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around construction materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat, cold, outdoors, vibration, chemicals, mechanical hazards; ability to travel to different sites and locations; availability for emergency situations. Some work duties will involve long periods of sitting, standing, walking, driving a vehicle, bending/kneeling, reaching and wearing protective gear indoors and outdoors. Weight required to lift, push, pull, or carry is 50 pounds. Dexterity of hands for computer work, desk work and driving motor vehicles. Must be able to manage frequent interruptions, time pressures, high work volumes, multiple and complicated tasks, unscheduled tasks, team-oriented activities, prompt decision-making and interaction with government officials and the public. Must constantly maintain concentration, accuracy, ethical behavior and a professional demeanor.

ESSENTIAL JOB TASKS:

- Provides leadership and works with staff to develop and retain highly competent, customer service oriented staff through selection, training and day-to-day management practices that support the Department's core purpose and values.
- Applies process improvement and quality management principles to assigned areas of responsibility.
- Plans, organizes, controls, integrates and evaluates the work of the Maintenance Division staff.
- Develops, implements and monitors short- and long-term plans, goals and objectives focused on achieving the department's priorities.
- Manages and directs the development, implementation and evaluation of plans, work processes, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Establishes, directs and maintains an on-going, regular safety program and work standards; and ensures staff compliance with safety rules and regulations.

- Participates in the preparation and administration of the assigned budget; submits budget recommendations; prepares and submits requisitions for supplies and materials; and monitors expenditures.
- Plans, manages and evaluates staff performance; establishes performance requirements and personal development targets for assigned staff; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies in coordination with Human Resources.
- Personally responds to inquiries and complaints from the public and user departments; attends meetings with other departments, agencies, and organizations.
- Oversees four different locations (central campus, Buckeye, Surprise, New River).
- Responds to emergencies and after hour calls.
- Performs other duties as assigned or required.

SELECTION PROCEDURE:

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically successful candidates are hired at a salary rate, up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:
<https://jobs.maricopa.gov>

Job #640RODM010518
 ROADWAY OPERATION DIVISION
 MANAGER
 CL

OUR OFFICE IS LOCATED AT:
 301 W Jefferson
 Suite 200
 Phoenix, AZ 85003
 602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)
hrfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Roadway Operation Division Manager Supplemental Questionnaire

- * 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application MUST be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. Your resume is NOT a substitute for the information requested in the online application.
- By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- * 2.

Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.

- Doctorate
- Master's degree
- Bachelor's degree
- Associate's degree
- Technical school (non-Associate's degree)
- High School diploma or GED
- Less than a High School diploma or GED certificate

* 3. Please identify your years' experience in the construction, maintenance and repair of roadways.

- 10 or more years
- 8 or more years but less than 10 years
- 6 or more years but less than 8 years
- 4 or more years but less than 6 years
- 2 or more years but less than 4 years
- Less than 2 years
- No experience

* 4. Please identify your years' supervisory experience in the construction, maintenance and repair of roadways.

- 5 or more years
- 4 or more years but less than 5 years
- 3 or more years but less than 4 years
- 2 or more years but less than 3 years
- 1 or more years but less than 2 years
- Less than 1 year
- No experience

* 5. Are you a certified American Public Works Association Public Works Supervisor?

- Yes
- No

6. Describe your experience supervising or acting as a lead over other staff, including details on the oversight you provided and the number of employees you were responsible for.

7. Describe your administrative experience in the area of personnel management, developing crew schedules and work assignments, performance evaluations, and progressive discipline.

8. Describe your experience with developing maintenance program recommendations, estimating project costs, and management of operational budgets.

9. Describe your experience communicating and/or interacting with contractors, engineers, property owners, and the public. Please include the nature and purpose of the interaction (s).

10. Describe your experience with asset management and/or maintenance management systems.

* Required Question