

## HAYS COUNTY JOB DESCRIPTION

Job Code: 1024  
Grade: 117  
FLSA: Exempt  
Phone Allocation  
Safety Sensitive

Prepared By: Human Resources  
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### ASSISTANT DIRECTOR, TRANSPORTATION

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Under general direction of the Director of Transportation, provides management level direction and engineering oversight in a variety of transportation and planning areas. Manages operations related to road construction and equipment maintenance, ensuring professional design review and effective and efficient operations. Exercises professional and independent judgment in recommending programs and projects, staffing, and funding requirements. Work requires extensive contact with the public, business and community leaders, contractors, special interest or trade groups, and governmental officials at all levels.

#### Responsibilities

- Manages all road and bridge construction and repair, right of way acquisition, planning, and traffic control.
- Manages and supervises department superintendents and the operations of the Transportation Department, including equipment repair and maintenance; provides technical assistance and guidance to department staff; leads department supervisors and staff in the assignment of tasks and resolution of issues.
- Prepares and reviews plans, contracts, and bid specifications.
- Ensures the design, review, and inspection of all drainage and water quality protection projects are in compliance with standard engineering practices, EPA, and TAC 30 Chapter 213 storm water regulations.
- Manages field inspections and interacts with citizens, business owners, property owners, contractors, and federal regulatory agencies to resolve questions and/or problems.
- Coordinates operations with other county departments.
- Develops, recommends, and implements policies and procedures to advance the department's mission, goals, and objectives.
- Develops and monitors department's annual budget in coordination with the Transportation Department Budget and Financial Manager, including road bond monitoring.
- Identifies and supports funding for Texas Department of Transportation infrastructure projects.
- Identifies and schedules construction projects based on the county's priority road matrix.
- Manages contractors in the performance of construction review projects.
- Stays abreast of general urban planning polices and regional planning issues.
- Provides informational programs and workshops to county officials and the public.
- Performs other duties as assigned.

#### Knowledge Required

- Knowledge of Hays County Transportation Department regulations, policies, and procedures.
- Knowledge of Hays County purchasing and personnel rules and regulations.
- Knowledge of general public administration principles and practices including budgeting, project management, and employee supervision and training.

- Knowledge of federal, state, and local laws related to traffic code, standard transportation specifications, low volume streets and roads, storm drainage, and pollution prevention including EPA regulations, TAC 30 chapter 213 storm water regulations and NFIP regulations.
- Knowledge of street and bridge engineering standards and practices.
- Knowledge of general urban and regional planning principles and issues.
- Knowledge of official state and local boundary maps.
- Knowledge of general GIS techniques, equipment, and methods.
- Knowledge of Hays County subdivision regulations, parcel surveys, and subdivision plats.
- Knowledge of computer software systems utilized in road construction and maintenance operations.

#### Required Skill

- Skill in managing and supervising multi-faceted operations and staff.
- Skill in managing and inspecting road maintenance and construction projects.
- Skill in reading plans and blueprints.
- Skill in reading, understanding, and interpreting federal, state, and local laws related to street maintenance and construction.
- Skill in document and report preparation techniques and practices.
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- Skill in communicating clearly and concisely, in writing and verbally.

#### Education and/or Experience

- Bachelor's degree in Civil Engineering, Construction Management, or a related field.
- Four year's experience in project oversight, construction, and maintenance, county and/or city planning, governmental management, or related field, or any equivalent combination of experience and training.

#### Other Qualifications, Certificates, Licenses, Registrations

- Texas driver's license.

#### **Supervision**

Hires, evaluates, promotes, disciplines, and terminates employees following established procedures and policy. Assigns work to employees and monitors their progress. Guides and develops employees in the accomplishment of their duties and professional growth. Approves overtime and leave requests.

#### **Guidelines**

The Assistant Director uses judgment in interpreting and adapting guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. This employee uses these guidelines for application to specific cases and problems. The Assistant Director must analyze the results and recommend changes. This position must have a strong work ethic. The Assistant Director must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Must be available to communicate during working hours.

#### **Emotional Demands**

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The Assistant Director meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

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

While performing the duties of this job, the employee is regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk, crawl and stoop. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in a normal office setting. The employee regularly travels to various job sites, and is occasionally exposed to health or physical hazards at those sites, such as fumes, airborne particles, toxic or caustic chemicals, open pits, uneven terrain, agitated and/or violent individuals, environmental hazards, animals, chemicals, and infectious diseases.

**Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the Current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: