

DESCRIPTION: Under administrative direction; manages the highway maintenance programs and employees within a field district of the Nebraska Department of Roads (NDOR); directs and participates in the development and implementation of the district's operational plans, policies, and processes including property and fleet management; oversees local emergency responses, district operation centers, and public safety and homeland security operations for state and federal highway systems within Nebraska; performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the sixth classification level of the Highway Maintenance class series. Positions at this level focus on managing long-term planning and maintenance and repair functions and operations within a field district. Directly supervises several Highway Maintenance Superintendents and other supervisors and technical/maintenance employees. Supervisory duties include documenting corrective and disciplinary actions, preparing and signing employee performance evaluations, addressing grievances related to management decisions and actions, and initiating the hiring process, participating in applicant interviews, and recommending hires, transfers, or promotions to the District Engineer. Serves as the liaison between the district's maintenance operations and employees and senior NDOR district and agency managers, and Federal Highway Administration and local government representatives.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Formulates, implements, and directs maintenance programs and procedures for a district; develops program operations; forecasts and plans for summer and winter maintenance operations and snow and ice removal, striping, bridge inspection and repair, concrete and asphalt operations, surface treatment, drainage problems, guardrail maintenance, mowing and landscaping, debris and dead animal pick-up, hazardous-material disposal, rest area maintenance, custodial services, and other activities; monitors compliance of city maintenance agreements and approves payments.

Inspects and evaluates roadways and structures within the district to identify work needs.

Directs the permit application process for private use of state property, right-of-way, access to state highways and traffic impact studies under development.

Plans and directs district response activities of an emergency operations center, intelligent transportation systems, homeland security efforts, and incident and emergency response operations and management.

Serves as the district's representative and liaison with other districts, local, State, and federal government officials, and other emergency response agencies; communicates information and works with interested parties to develop and implement plans and procedures, conduct drills, address issues, and resolve problems in the district. Directs district support operations for statewide emergency operations.

Plans the structure, functions, and processes of the work units managed including the development of work goals, plans, processes and operational reporting systems and associated documentation.

V85136 – HIGHWAY DISTRICT OPERATIONS & MAINTENANCE MANAGER (continued)

Interprets and applies provisions of State labor contracts and personnel rules, NDOR policies and procedures, and other regulations governing staffing activities and personnel issues including compliance with health and safety policies, leave and other benefit programs.

Evaluates work performance; determines training needed to achieve work requirements; decides and/or recommends appropriate personnel actions such as hiring, firing, grievance/disciplinary actions, and status changes, affecting employees supervised.

Formulates and monitors the district maintenance budget and assists the District Engineer in the preparation of the district's budget.

Prepares correspondence and reports on issues and concerns as needed; confers with NDOR district and division managers and employees to provide input, obtain information, and assist the District Engineer.

Oversees the procurement of fleet, equipment, goods, and services; monitors inventories; assigns equipment to ensure their proper use and maintenance.

Develops and coordinates the capital facilities program for the district including drafting contracts, lettings, and awards.

Attends meetings and serves on task forces or committees to share information and to develop proposals, programs, procedures, or courses of action requiring joint participation of NDOR divisions, and/or pertinent city, State, and federal agencies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: operations, functions, and functional requirements of the programs and activities managed; accounting, purchasing, and related financial administrative processes; federal and State personnel and employment laws and regulations; supervisory practices; NDOR policies and manuals and federal, State, and local regulations pertinent to programs and functions managed; operational maintenance and emergency response needs of the surface transportation system; current trends and developments affecting the operations, materials, equipment, and technologies of program functions managed; the methods for planning and implementing administrative and technological systems.

Skill in: interacting with and motivating others to foster team commitment and achieve goals individually and in groups.

Ability to: communicate in person, and by telephone, email, and correspondence with co-workers, contractors, consultants, customers, and the public to present technical information and promote adoption of specific proposals; administer and integrate diverse functional and organizational activities; assess effectiveness and cost of plans to use and improve materials, equipment, and processes; analyze reports, findings, and recommendations; supervise and motivate assigned employees; respond to emergency situations and make timely decisions; identify and assess needs, problems, and issues, and recommend solutions affecting programs and functions managed in relation to NDOR and interagency goals, priorities, and resources; coordinate studies and investigations of proposals and operations; assess specific employee needs and determine training or corrective actions required.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)
Ten or more years of experience in highway maintenance or construction and experience in managing highway maintenance or construction operations and employees.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).