

## DIRECTOR OF HIGHWAYS

The Director is an appointed position in accordance with the provisions of Idaho Code, Title §40-1319, for a period of time as determined by the Board of Highway District Commissioners. The Director is considered an at-will employee who serves under the direction of the Board.

### General Statement of Duties:

The Director is appointed by the Board to act as their agent to be in charge of the crew; inspect and oversee the construction, maintenance, repair and improvement of all roadways and bridges belonging to, or under the jurisdiction of, Highway District No. 1; the Director must also enforce and monitor the risk assessment standards policies. The Director, or his designee, will represent the Board and the District at local or regional planning forums, technical advisory councils, transportation study groups and other groups as deemed necessary by the Board. During summer hours (March thru October) it may be required for you to be on-call for the three day weekends approximately every 7 weeks.

### Characteristics of the Job:

This one position involves responsibility for administration and supervision exercised over the operations of personnel and equipment in accordance with State standards and established policies of the District Board. He/She shall act under direction of the Board and serve at its pleasure.

### Minimum Qualifications:

Must have a high school diploma or GED equivalent.

Experience with supervising administrative and construction personnel.

Possess a comprehensive knowledge of highway construction, maintenance and repair procedures and practices, and the various types of equipment that is generally employed for such activities.

Have a basic knowledge of the techniques and procedures involving rock crushing, pit management, gravel inventories, etc.

Be able to conduct briefings at public meetings and hearings and other forums, and include an ability to communicate clearly, both in writing and orally.

Must be physically capable of operating all the types of equipment and vehicles that are employed in this type of organization.

Must possess a valid Idaho Class A commercial driver's license with a tank endorsement.

Must reside in a one hour response time to the District.

### Desirable Attributes:

Familiarity with Idaho law governing local highway jurisdictions, traffic safety and local land use planning.

Experience with county and city government organizations, operations and procedures.

Have knowledge about contract management and administration and estimating project costs.

Have a basic understanding of budget procedures, accounting and financial management issues.  
Have an understanding of civil engineering principles through an education background, or an equivalent as result of past employment experience.

Have the ability to send texts, e-mails and have knowledge of software or the desire to learn.

#### Necessary Skills:

Must be able to operate light motor vehicles.

Must be able to deal effectively with the public, and to establish effective relationships with subordinates.

Be able to render sound professional solutions to operational problems.

Must be able to:

1. Lift and or carry - 80lbs
2. Lift above shoulders – 40lbs
3. Stand continuously – 6 hours
4. Work in extreme adverse weather
5. Push and or pull – 100lbs
6. Operate equipment continuously – 12 hours occasionally more
7. Bend, stooping, grasping and kneeling frequently

#### Example of Duties:

He/She will advise and furnish the Commissioners any specific conditions of road or personnel problems that may be of interest to them.

Periodic reports will be furnished to the Board showing labor performed or now being done under his direction. Any major road or bridge work, when completed, shall be reported in detail as to cost of materials used and expenses incurred, and made available to the Board or other competent authority, as necessary.

He/She will develop plans for overall maintenance and road building operations. He/She shall conduct or recommend studies to solve local highway problems, and he will stay abreast, test, recommend or develop new methods of improved construction or maintenance activities to be utilized by the District.

He/She shall supervise and designate personnel to assist, in respect to the roads under the jurisdiction of the District, to make sure they are clear from obstructions and potential hazards to the driving public. Once a hazard or obstruction is identified, he shall take such action as may be deemed necessary or legal. He/She should notify verbally, in writing, or by signing a complaint or warrant with the Sheriff's office or other legal administration office, to correct the problem.

He/She shall cause roads or banks to be properly graded and maintained. He/She will inspect special road maintenance problems that may arise, such as slides, snow, ice, flooding and drainage, and recommend action.

He/She shall periodically visit and inspect personally, all roads in the District to see that they are being properly maintained, and shall provide his deputy and or his subordinate foremen with specific instructions as to work he deems necessary. He/She shall ascertain if the Foremen are

complying with requests and shall correlate scheduled work.

He/She shall see that roads are properly prepared before the work of oiling and paving begins.

He/She shall supervise and inspect (through his subordinates) the work of the crews in progress and upon completion of the job.

He/She shall receive and answer patron complaints regarding road deficiencies, recommendations or petitions for repair or building of roads, installation of signs, or acceptance of roads by the District into its maintenance system. He/She shall notify and make recommendations to the Board concerning any of the above.

He/She will be on-call for any situation that arises over the long weekends during summer hours (March thru October); the Director is also on-call on off hours during the winter months but can appoint someone to take the calls at his/her discretion.

He/She shall be familiar with all of the equipment and vehicles needed by the District, and prepare a recommendation, in order of priority, for the acquisition, replacement, or repair or lease of such equipment, together with appropriate estimates of the costs thereof.

He/She shall make recommendations to the Board for the yearly budget as to the amounts needed for the construction, maintenance or repair of roads, purchase of equipment, personnel salary adjustments and benefits, office needs, building requirements or other facility needs.

He/She will assume responsibility for observance of safety rules by all personnel.

He/She will assess and review the work of the District's employees through his subordinate foremen, using a system for evaluations as approved by the Board.

He/She will oversee the hiring, promoting, dismissing and disciplining of employees, subject to Board approval.

Personally, or by designee, he will represent the Board of Commissioners and the District at local or regional planning forums, technical advisory councils, transportation study groups and other groups, as deemed necessary by the Board.

He/She will make recommendations to the Board regarding needed revisions and additions to the Highway District's policy code.

He/She will make recommendations to the Board regarding needed revisions and additions to the Highway Standards and Development Procedures for the Highway Districts in conjunction with Payette County, Idaho.

He/She has the responsibility to coordinate and supervise staff/district response to land-use issues that affect the District as a result of applications to Payette County or other municipalities in the District.

He/She will be responsible for overall coordination of right-of-way access, and right-of-way acquisition issues involving the District. He/She will coordinate local improvement district applications or proposals, highway validation and abandonment/vacation issues.

He/She will develop the Highway District's Capital Improvement Plan (CIP), both in the short term (1-5 years) and long term (5-10 years) for Board approval.

He/She will oversee Sub-Contractors activities for all construction maintenance including weed and pest control.

He/She will attend schools and classes appropriate to the job. He/She will monitor and enforce the District's risk assessment standards policies, personnel policy and road standard polices.