



**Warren C. Evans**  
County Executive

**DIVISION DIRECTOR OF ROADS -  
DEPARTMENT OF PUBLIC SERVICES**

**GENERAL SUMMARY:**

The Division Director of Roads in the Department of Public Services oversees the personnel, equipment and materials utilized to perform the maintenance operations of four sections in the Division; Roads, Traffic, Structures and Forestry. This position also implements new technology and processes to more efficiently maintain the roads in Wayne County. This role leads and supports the services, contracts, funding and projects associated with DPS Roads, to ensure effectiveness of service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Discusses work plans and work priorities with Department Managers, Supervisors and Engineers
- Reviews and approves all division purchase requisitions
- Reviews, discusses, and responds to reports of road defects and complaints from community leaders and citizens from both phone calls and emails. This also includes discussion with internal staff on corrective measures
- Conducts a field inspection of crews based on the daily crew assignments report to review if reported work is being performed and all necessary safety practices are being used
- Plans annual Division budget with DPS Administration, DPS Management and Budget, DPS Personnel and all DPS Division Directors. This includes reviewing monthly expenditure reports and requesting budget modifications when necessary
- Facilitates and attends meetings

- Reviews monthly reports ( M&B expenditure reports, overtime reports, fuel reports and requisition status reports)
- Reviews and discusses employee discipline with Engineers and Department Managers
- Represents the Roads Division in Legal cases with Wayne County Corporation Counsel and in Step 4 grievances and arbitration
- Meets with contractors and material suppliers to review new products, procedures and equipment
- Monitors AVL fleet to assure the monitoring program and equipment is functioning properly
- Performs other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of management principles
- Knowledge of engineering related to road and structure maintenance
- Knowledge of project management/construction management
- Knowledge of principles of staff supervision
- Ability to use judgment, reasoning and decision making skills for executive level initiatives
- Ability to establish effective relationships with constituents at all levels of the County organization and other outside municipalities
- Computer skills for basic office services
- Interpersonal skills

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

#### **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness

- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

### **DESIRED EXPERIENCE AND TRAINING:**

Experience: Six years experience in management or administration of a Public Services Department. Three years of this experience should be in an engineering, construction, maintenance planning or project management role.

Training: Bachelor's degree in Civil Engineering, Construction Management, Public Administration or a related field or equivalent educational experience.

License: Professional Engineer's license is preferred.

### **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.