**General Responsibilities**

Department Director

Seasonal Roads

Division Management Team

Building

Planning & Zoning

GIS

Public Works

Road Manager

Under close supervision, performs traffic control duties and assists in maintaining County roads in accordance with all safety regulations and County procedures.

Executive Assistant

**Minimum Qualifications**

Education and Experience:

* Graduation from high school or GED required; AND
* One (1) year general work experience performing related duties; OR
* An equivalent combination of education and experience.

Special Qualifications:

* Must possess a valid Utah Driver’s License with no DUI, ARR, or no more than two moving violations in the past twenty-four (24) months.
* Must be able to comply with applicable county and departmental policies and safety standards.
* Must be willing to maintain a flexible working schedule, and occasionally work weekends and shifts.
* Optional qualification for pay differential: Possess a CDL (Class A) license.

**Essential Functions**

Essential duties and responsibilities may include, but are not limited to, the following:

Priority 1: Team Skills (TS). 15% of Responsibility

Priority 2: Leadership (L). 3% of Responsibility

Priority 3: Management (M). 7% of Responsibility

Priority 4: Technical (T). 75% of Responsibility

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills.

This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Skills are listed in order of importance and the percentage assigned is the estimated time spent on described duties.

**Team Skills**

* Practice positive working relationships and collaboration with fellow employees, other departments and agencies, and the public.
* Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions.
* Assist individuals and teams with creative problem solving and work product.
* Effectively follow and utilize verbal and written communication.
* Demonstrates commitment to team results and team effectiveness.

**Leadership** (Long-range vision)

* Exercise initiative, independent judgment, and act resourcefully under varying conditions.
* Seek out methods to improve department processes.
* Responsible for independent work output with supervisory guidance and review.
* Positively influence and support others in achieving goals.

**Management** (Short-term, project based)

* Works under the general supervision of the Road Crew Lead.
* Maintain a daily schedule with ability to modify minor changes when needed.
* Performs duties with due regard for personal safety and that of other employees and the public.

**Technical**

* Performs manual labor assignments as needed such as pot hole patching, crack sealing, road painting, sign installation and repair, and other road maintenance tasks.
* Performs traffic control and flagging activities as needed; follows safety rules and regulations on all work zone and flagging sites, including placing signs, barricades, traffic cones and other warning devices; specific duties may vary according to job assignment.
* Operates miscellaneous power and hand tools, vehicles, and equipment in accordance with all safety regulations and procedures.
* Performs other duties (including general labor) as required.
* If a CDL (Class A) Driver: Operate dump trucks and other heavy equipment as required.

**Work Environment:**

* Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, pushing and pulling, bending and stooping, twisting, turning, and kneeling; able to climb into and on to light to heavy equipment and vehicles; may be required to lift weights exceeding 50 pounds on occasion.
* Aspects of the work require talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist.
* Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.