



**Employment Opportunity**

Bureau Chief - Bureau of Roads Operations

\$65,583 ~ \$70,000 annual salary (Grade M01)

40 hour *exempt* position with a full benefit package

*Apply By: Monday, August 28, 2017 @ 5:00 p.m.*

**Applications will be processed as received**

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**GENERAL RESPONSIBILITIES** Manages the overall direction, coordination and evaluation of the Bureau. Oversees and manages activities of employees engaged in road operations including maintaining County roads, bridges, drainage structures and pipes, inlets, and ditch lines during normal and emergency situations.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Formulate goals, policies, programs, procedures, and work schedules for the Bureau
3. Compile composite reports from individual reports as required by management or government agencies
4. Manage Bureau budget and resources
5. Determine work procedures, prepare work schedules, and expedite workflow
6. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
7. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures
8. Evaluate, develop and implement procedures and policies to improve efficiency and ensure sound road operation practices
9. Address errors and complaints
10. Develop and administer preventive maintenance programs to provide safe and adequate highway system
11. Develop and administer response procedures for emergency situations
12. Resolve citizen concerns through site visits, correspondence, and telephone interaction to develop plans of action for resolution
13. Report to work outside of normal working hours to direct activities during weather related events and emergency operations
14. Perform related duties as to specific assignments

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Civil Engineering
2. Six years road maintenance, repair and design experience; including three years supervisory experience and supervising work teams in field conditions

\* A comparable amount of training and experience may be substituted for the minimum qualification.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Professional Engineer registration (Maryland) preferred
2. Land Surveyor license (Maryland) desirable
3. Traffic Control Manager Certificate (must obtain within 6 months of employment)

A Carroll County Government job application is required for this position

**Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Carroll County is an equal opportunity employer**

Posted: 7/26/17  
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