JOB TITLE: Road Maintenance Coordinator

DEPARTMENT: Road Maintenance Department

REPORTS TO: Township Board

**SUMMARY OF POSITION PURPOSE:**

Responsible for assisting with the planning, organization, and direction of all activities related to the township road construction and maintenance operations in order to maintain and keep township roads safe for the public.

**ESSENTIAL FUNCTIONS:**

This position description specification lists the major duties and requirements of the position and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those listed and may be required to have specific job-related knowledge.

1. Coordinates a variety of road, right-of-way, drainage and flood control work

* Maintain paved roads
* Road grading
* Ditching
* Culvert maintenance, placement, and replacement
* Plowing and ice removal
* Sanding
* Special or non-routine project related to township roads

1. After spring/fall road reviews summarize and recommend road work priorities
2. Assist the board with developing necessary road maintenance contracts
3. Assist the board with identification of both short term and long-term capitol project needs and projected costs to develop a multi-year road maintenance strategy
4. Schedule and coordinate all road maintenance contracts
5. Serve as point-of-contact and liaison for contractors conducting road maintenance/construction
6. Inspect road maintenance projects as needed and upon completion (completion inspection certification when needed) to ensure all activities meet specifications, codes, and regulations
7. Develops and distributes necessary correspondence regarding road maintenance activities
8. Primary contact for township road maintenance issues, calls, and complaints
9. Maintains the township gravel pit

* Security
* Annual material inventory
* Brush pile
* Develop and implement a process for documenting material removal

1. Report monthly at the town board meeting, or as requested regarding road maintenance activities
2. Prepare a road maintenance report for the township annual meeting
3. Maintains accurate records and files of road maintenance activates

* Develop and implement policies and protocols for contractors to document their activities to assist with ensuring contract compliance

**QUALIFICATIONS:**

To be successful in this position an individual must be able to perform each essential duty satisfactory. The following requirements listed below are representative of the knowledge, skills, and abilities required.

**Education and Experience:**

High school diploma/GED and four (4) years of progressively responsible road maintenance and construction experience including experience maintaining the types of roads and road surfaces found in Windemere Township; or an equivalent combination of education, training and experience

**Required Knowledge and Skills Knowledge of:**

* Identified best practices in road construction and maintenance
* County, state, and federal laws, statutes, ordinances related to public works infrastructure construction and maintenance activities
* Statistical analysis and mathematical concepts
* Computer applications related to the work
* Administrative principles and practices, including goal setting, program development, implementation and evaluation
* Principles and practices of accounting, budget development, and administration
* Communicating effectively in oral and written forms
* Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds in person, electronically and by telephone