

**Position Description:** Roads Director

**Service Type:** Administrative – Level 6

**Definition:** Under the general direction and supervision of the Borough Mayor and/or designee with recommendations from the KPB Road Service Area (RSA) Board, the **Roads Director** is responsible for the operation, management and administration of the Roads department as set forth in KPB 16.41.

**Minimum Qualifications:** High School diploma or equivalent; a Bachelor's degree in a related field and a minimum of four years' professional work experience in road maintenance and construction. College education requirement may be met with an equivalent number of years of relevant work experience and related training. Knowledge of the geography of the Kenai Peninsula Borough is required. Must possess a demonstrated knowledge of the road construction process including the equipment and methods utilized during construction, then to maintain the completed roadway structure. Must have professional experience with developing and managing departmental budgets. Must possess four years of supervisory experience and have demonstrated the ability to manage a diverse staff. Must be proficient in the use of Microsoft Office suite applications. Must possess the ability to mitigate disputes and promote positive outcome while supporting department goals, governing ordinances and KPB code. This position requires the ability to establish and maintain effective working relationships with others. Incumbent must possess and maintain a valid, unrestricted Alaska driver's license for the duration of the position.

**Preferred Knowledge and Experience:** Additional education, training and/or experience in civil engineering or a related field. Knowledge and direct experience in utilizing civil design drawings in order to construct roads and related projects to the designed specification. Training, certification and experience as a surveyor.

**Essential Functions:**

1. Directs and monitors the general work of RSA contractors.
2. Coordinates the Request for Proposal (RFP) and contracting process for roads with the KPB purchasing and contracting department.
3. Supervises activities and personnel of the Roads department and supports their duties when unavailable.
4. Prepares annual budget for the Road Service Area, including participating in workshops and public hearings.
5. Makes field inspections, monitors road conditions, gathers data, and prepares reports to support road maintenance and improvement plans.

6. Prepares funding requests and priorities for annual submission to the State of Alaska's Statewide Transportation Improvement Program (STIP), State Legislature and Federal STIP.
7. Makes written and verbal reports to the mayor and RSA Board as required.
8. Regularly prepares formal correspondence, often in coordination with Legal or other departments, which represents the department's official position on a large variety of matters.
9. Regularly manages and mitigates dispute involving multiple parties.
10. Regularly utilizes a variety of computer applications in support of departmental tasks
11. Attends RSA board meetings and prepares monthly agenda with staff input.
12. Prepares annual 5-year Capital Improvement Project (CIP) list, with staff input.
13. Oversees the operation and maintenance of RSA fleet vehicles, including types of use, maintenance service and repair, and forecast and cost for replacements.
14. Reviews and authorizes the purchase orders for RSA expenditures and is the primary signor for the roads department official documents.
15. May be required to attend KPB Assembly committee and regular meetings to address RSA items on agenda. Speaks to RSA related topics and issues and provides clarification as required.
16. Provide consultation and recommendation for issues and activities associated with Borough managed right-of-ways (ROW) including but not limited to: permitting, encroachment violation, platting review...
17. Provides as an all hours emergency contact for the RSA.

**Other Functions:**

1. Performs other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Required to have a valid, unrestricted Alaska Driver's License. Required to spend long periods of time as a driver or passenger in a motor vehicle. May be required to fly in small aircraft or boats to access remote areas of the borough. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.