

DUNES CITY ROAD DEPARTMENT JOB DESCRIPTIONS

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ROAD COMMISSION CHAIRPERSON

Position Description

INTRODUCTION:

This position is that of Road Commission Chairperson for the Dunes City Roads Department. It is to provide leadership and direction in the areas outlined under responsibilities and duties and provide liaison between this working committee and the Dunes City Council and Mayor.

RESPONSIBILITIES AND DUTIES:

The responsibilities and duties of this position are varied in scope. The intent of this description is to outline the responsibilities to be performed by the Road Commission Chairperson.

- ? Prepare necessary documentation and reports to keep the Road Commission and City Council informed.
- ? Prepare bids and supporting documentation with help from the Road Commission and Road Secretary.
- ? The Road Commission Chairperson and City Engineer will review the preparation of advertisements for road bids, as prepared by the Road Secretary, and submit same to the Road Commission for their review and input.
- ? The Road Commission Chairperson shall have the authority to order street signs, traffic signs, culverts, etc. and other related miscellaneous road supplies.
- ? The Road Commission Chairperson shall have the authority to order work performed for tasks under \$2000 (two-thousand). This would cover areas where public safety and good would be better served by a quick response from the City.
- ? Ensure that the Road Commission meets as necessary to maintain an active road program within the City. Minutes of such meetings to be accurately taken and recommendations reported to the Dunes City Council for action.
- ? Set up Intergovernmental agreement with Lane County for the brushing and sweeping of City roads.
- ? Responsible, in cooperation with the City Engineer, for approving all change orders and other work not to exceed \$5000 (five-thousand), with the approval of the Mayor or the City Council President, except in the case of a new project requiring prior Council approval.
- ? Upon the request of the City Engineer, the Road Commission Chairperson, with the concurrence of either the Mayor or the City Council President, may approve change orders for an ongoing project, not to exceed \$5000 (five-thousand).

ROAD COMMISSION SECRETARY

Position Description

INTRODUCTION:

This position is that of Road Secretary for the Dunes City Roads Department. The position is to provide service in the areas outlined under Responsibilities and Duties.

RESPONSIBILITIES AND DUTIES:

The responsibilities and duties of this position are varied in scope. The intent of this description is to outline the routine tasks to be performed by the Road Secretary at the time, and in the situation, that the case dictates.

The following functions are the responsibility of this position:

- ? In early October, remind the Road Commission of the timeline for fiscal year road projects.
- ? Establish and maintain complete records and files on all matters relating to Dunes City roads.
- ? Consult at least two times weekly with the Road Commission Chairperson.
- ? Any road related permits and applications will be routed through the Road Secretary.
- ? Establish a good working relationship with the citizens of Dunes City. Keep a record of requests, by citizens, regarding roads and road related problems and refer such to the Road Commission Chairperson.
- ? Attend each Road Commission meeting as the Road Secretary and take the minutes.
- ? Perform other related tasks as necessary and as may be directed by the Mayor or Road Commission Chairperson.
- ? Maintain the Dunes City Master Road Plan binders by keeping them up-to-date.
- ? With the assistance of the City Engineer and Road Commission Chairperson, prepare the necessary documentation for bid work and submit same to the Road Commission for their review and input.
- ? Work with the Inspector of Roads on follow-up of work performed by various sources.
- ? Keep the Dunes City Road Commission minutes log up-to-date.
- ? Keep accurate time records.

DIRECTOR OF ROADS

Position Description

I. INTRODUCTION:

This position is that of the head of the Dunes City Roads Department. It is to provide services and supervision in the areas outlined under responsibilities and duties.

II. RESPONSIBILITIES AND MAJOR DUTIES:

The responsibilities and duties of this position are varied and wide in scope. The intent of this position description is to outline the major areas and to leave the more routine tasks to be determined by the Director of Roads at the time, and in the situation, that the case dictates.

A. The following functions are the responsibility of this position:

1. Prepare necessary documentation and reports to keep the Road Commission Chairperson (selected from the Council) and Road Commission informed.
2. Prepare bids and supporting documentation with help from the Road Commission, Road Commission Chairperson and Road Secretary.
3. Review the preparation of advertisements for road bids as prepared by the City Recorder and submit the same to Road Commission and Road Commission Chairperson for their review and input.
4. At the first of the year, for budget purposes, determine the need for road repair, maintenance, surfacing, patching and other related services. Report the findings to the Road Commission Chairperson and Road Commission no later than the January meeting. The Commission will then make its recommendations to the City Council for their approval regarding the recommended road work and allocation of funds for the coming fiscal year.
5. Determine the need for brushing and clearing at least twice a year (Spring and Fall).
6. Establish, with the help of the Road Secretary, complete records and files, on all matters relating to Dunes City roads.
7. The Director of Roads and the Road Commission Chairperson shall have the authority to order street signs, traffic signs, culverts, etc. and other related miscellaneous road supplies.
8. The Director of Roads shall have the authority to order work performed for tasks under \$1,000 (one thousand) with the approval of the Mayor and Road Commission Chairperson. This would cover areas where public safety and good would be better served by a quick response from the City.
9. Establish a good working relationship with the citizens of Dunes City. Keep a record of requests by citizens regarding roads and road related problems and refer such to the Road Commission, if such requests cannot be handled by the Director of Roads.

10. Supervise and follow-up on work performed by various sources. If work is not acceptable, submit a dated report, in writing, to the City Recorder for the Dunes City Council's attention.
11. Attend each regular Dunes City Council meeting and report, in writing, the status of the roads.
12. Attend each regular Road Commission meeting as a member. The Director of Roads may fill the position of Chairperson and will ensure that there is an active Road Commission.
13. Ensure that the Road Commission meets as necessary to maintain an active road program within the City. Minutes of such meetings to be accurately taken and recommendations reported to the Dunes City Council for action.
14. Perform other related tasks as may be directed by the Mayor and Road Commission Chairperson.

INSPECTOR OF ROADS

Position Description

INTRODUCTION:

This position is that of Inspector of Roads for the Dunes City Roads Department. It is to provide services and supervision in the areas outlined under responsibilities and duties.

RESPONSIBILITIES AND DUTIES:

The responsibilities and duties of this position are varied in scope. The intent of this description is to outline the routine tasks to be performed by the Inspector of Roads at the time, and in the situation, that the case dictates.

The following functions are the responsibility of this position:

- ? At the first of the year, for budget purposes, determine the need for road repair, maintenance, surfacing, patching and other related services. Report the findings to the Road Commission Chairperson no later than the January meeting. The Road Commission will then make its recommendations to the City Council for their approval regarding the recommended roadwork and allocation of funds for the coming fiscal year.
- ? Establish and maintain, with the help of the Road Secretary, complete records and files on all matters relating to Dunes City roads.
- ? Drive Dunes City roads at least twice weekly to monitor condition and requirements. Deliver meeting packets to members for upcoming Road Commission meetings.
- ? Maintain daily contact with City Hall staff regarding messages or assignment requests.
- ? The Inspector of Roads shall have the authority to order work performed for tasks under \$1000 (one-thousand) with the approval of the Road Commission Chairperson. This would cover areas where public safety and good would be better served by a quick response from the City.
- ? Establish a good working relationship with the citizens of Dunes City. Keep a record of requests, by citizens, regarding roads and road related problems and refer such to the Road Commission Chairperson, if such requests cannot be handled by the Inspector of Roads.
- ? With direction from the Road Commission Chairperson or City Engineer, supervise and follow up on work performed by various sources. If work is not acceptable, submit a dated report, in writing, to the Road Commission Chairperson for the City Council's attention.
- ? Attend each regular Road Commission meeting as a member. The Inspector of Roads may fill the position of Chairperson in the event of an absence.
- ? Perform other related tasks as may be directed by the Mayor or Council President and Road Commission Chairperson.