

**MANISTEE COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**POSITION:** Manager

**POSITION SUMMARY:**

This is highly responsible administrative work in directing and managing the operations of the Manistee County Road Commission (MCRC). This position reports directly to the Board of County Road Commissioners (BOARD). Work involves responsibility for planning, coordinating, and directing road and bridge construction and maintenance projects. Full responsibility for establishing policies and procedures, preparing an annual budget, and controlling expenses. Work is performed in accordance with overall policies established by the BOARD, which establishes policies and budgetary limits; however, there is wide latitude for the exercise of technical and administrative judgment in making decisions within the areas of delegated authority and implementing policy. Direct supervision is exercised over management, administrative, professional, and technical staff with the employee ultimately responsible for the entire MCRC work force. Work may originate in the form of specific assignments from the BOARD or upon receipt of complaints or requests from members of the public or other sources. Periodic operational and financial reports are reviewed by the BOARD. Work involves extensive contact with a wide variety of government agencies, landowners, contractors, and the general public.

**EXAMPLES OF PRIMARY DUTIES:**

1. Oversees the direction of road and bridge construction and maintenance projects, roadway sanding/salting and snow removal, truck, and construction equipment maintenance and repair, and equipment operations of the MCRC.
2. Make recommendations to the BOARD regarding road and bridge projects and other projects throughout the County.
3. Oversees the development of plans and work schedules for construction and maintenance projects; conducts staff meetings with MCRC personnel; administers rules, regulations and policies established for MCRC employees.
4. Writes or directs the writing of construction specifications, special provisions, and bid documents for contract work on road and bridge construction and maintenance projects, and specifications and bid documents for the purchase of trucks, vehicles, heavy equipment, and miscellaneous equipment.
5. Prepares or oversees the preparation of cost estimates for road and bridge construction and maintenance projects.
6. Evaluates the relative merits of using private contractors as opposed to MCRC work force for conducting construction and maintenance projects; recommends and administers contracts for work being performed.
7. Studies the administrative, financial, and operational procedures of the MCRC; develops, recommends, and implements new or improved methods; conducts such other studies, statistical and financial analyses as needed for performance reporting on operations.
8. Prepares and/or assists in the preparation of funding and grant applications for various road and bridge projects and other transportation related projects.

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9. Works with, coordinates, and oversees design engineering services and construction engineering services being performed by Consultant's for projects and attends project related meetings.
10. Serves as the Project Supervisor on federal and/or state funded road or bridge construction projects that are administered through the Michigan Department of Transportation (MDOT).
11. Supervises all purchasing and stock control activities. Schedules bid dates, analyzes bids, and recommends awards of annual materials bids, project bids, equipment bids, and other bids to the BOARD.
12. Works with and coordinates annual and biennial bridge inspections and other bridge related work with Consultant's for submittal to the MDOT.
13. Prepares and submits annual Act-51 Road Mileage Certification documents to the MDOT after approval by the BOARD.
14. Shall have the authority to hire additional or replacement personnel, promote, lay off, discipline or terminate personnel and to provide training and development of employees in accordance with MCRC policies.
15. Shall recommend the salaries, wages, benefits, and working conditions of all employees with the concurrence of the BOARD.
16. Ability to pursue modernization and efficiency for the organization.
17. Coordinate and represent the MCRC with regards to the State Trunkline Maintenance Contract with the MDOT.
18. As necessary, be accessible on a 24-hour basis including weekends, and holidays.
19. Participates in labor negotiations, mediation, and arbitration proceedings, and review and reply to grievances.
20. In conjunction with legal counsel, represents and advises the BOARD on legal matters.
21. Meet with elected officials of townships, cities, state legislators and the public to address issues, promote organizational objectives and respond to questions or concerns.
22. Attend various seminars, conferences, training sessions, and meetings as needed.
23. Assists with the preparation of Agendas for Board Meetings, Special Meetings, Public Hearings, and other Public Meetings.
24. Prepares the annual budget with assistance from other MCRC staff and recommends and prepares budget amendments when necessary.
25. Media contact person and is responsible for all public media releases and interviews unless delegated to other MCRC staff.
26. Serves as the Freedom of Information Act (FOIA) Coordinator.

The duties stated herein are intended to describe the general nature and level of work being performed by this individual. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to this individual.

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**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):**

- Physical Mobility - Ability to walk extended distances and climb chairs or ramps to Access Commission and other work related locations and facilities.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects, often weighing upwards to 50 pounds.

**DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:**

High school diploma or equivalent is required, and possessing an associate's or bachelor's degree in Civil Engineering, Public Administration, Business Administration, Transportation Planning, or a related field is preferred.

At least six (6) years of management and four (4) years of supervisory experience in construction, design, or a related field, preferably in a unionized setting.

Previous Road Commission or Public Works operations experience is preferred.

The educational and experience qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job could be considered.

Thorough knowledge of the principles and practices of governmental administration, including personnel and budget administration, planning and coordination.

Thorough knowledge of the organization of county government and the relationships of county government to state and federal governmental agencies.

Ability to plan, organize, and administer a variety of ongoing projects for efficient operation and maximum coordination.

Ability to direct, review and evaluate the work of management, administrative, professional, and skilled staff.

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Ability to effectively communicate the policies, programs, and needs of the MCRC to government officials, contractors, and the general public.

Must be proficient with using Microsoft Word, Excel, and Adobe Acrobat computer software and have the ability to perform various functions with a computer and the ability to operate a wide variety of office equipment including calculators, copy machines, and FAX machines.

Must have the ability to prepare and maintain accurate records, correspondence, and reports.

Must have the ability to communicate tactfully and effectively on both written and verbal levels with the public, contractors, other employees, road commissioners, and other officials.

Ability to understand mechanical and technical processes, and to read and understand specifications and plans as they relate to road and bridge projects and other transportation related projects.

Familiar with or have the ability to be familiar with Road Soft computer software and the Transportation Asset Management Council (TAMC).

Ability to use a vehicle as needed to check progress of construction and maintenance activities and on-site employee performance.

**SPECIAL REQUIREMENTS:**

Must have and maintain a valid Michigan Driver's License.

**EMPLOYMENT STATUS:**

It is the policy of the Manistee County Board of County Road Commissioners that the position of Manager is employed at the will of the BOARD and may be dismissed for cause at any time during employment.

**NOTE:** The Above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

This job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.

Date: November 7, 2023