

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a)
Position Description for a New Position) ORDER NO. 23546
(Deputy Road Master))**

WHEREAS, it is the recommendation of Michael Fitzgerald that the attached position description be adopted:

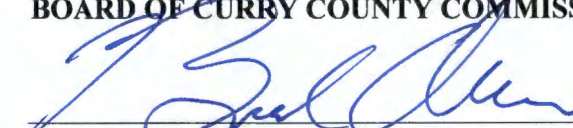
Deputy Roadmaster Position Title	T Range
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WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above-stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated position, which description is attached hereto and incorporated herein by reference, is adopted.

DATED this 2nd day of April, 2025.

BOARD OF CURRY COUNTY COMMISSIONERS



Brad Alcorn, Chair

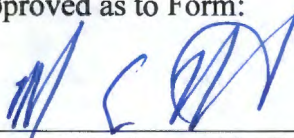


Patrick Hollinger, Vice Chair



Jay Trost, Commissioner

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Curry County Clerk, Shelley Denney
Filed Date 4 | 4 | 25
Time 1:30 PM - 5 pgs
Deputy Sundance Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy Roadmaster

EXEMPT: Yes

SALARY LEVEL: T

SUPERVISOR: Roadmaster

PREPARED BY: Roadmaster

April 2025

GENERAL POSITION SUMMARY:

Supervises all activities of the Road Department including road maintenance and construction crews, office and administrative personnel, engineering, shop and purchasing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participates in the planning, directing, assigning and coordinating the work of the road division personnel in construction and maintenance of roads, bridges, etc. Coordinates and oversees contracted project inspectors. Develops annual maintenance plan for the County Road system. Researches equipment specifications based on the needs of the department. Conducts county wide pavement condition rating and reporting.
2. Analyzes purchasing needs and develops equipment and supply bids. Supervises and inspects regular and capital improvement projects. Seeks quotes, prepares procurements, and selects bids/quotes for materials and services necessary to complete projects.
3. At the direction of the Roadmaster, provides information and confers with contractors, engineers, developers and representatives of other government agencies and the public regarding assigned areas of expertise. Coordinates projects and activities with other agencies and departments.
4. Participates in the complex, unique and specialized activities as instructed by Roadmaster as they relate to Road Division activities, requiring a technical knowledge of plans and specifications, as well as independent decision-making ability. Plans, assigns and supervises work for bridge maintenance projects including replacement of stringers, caps, decking, piling and guardrails.
5. Assists the Roadmaster in preparing the annual departmental budget and insuring budgetary control.

6. Responds to inquiries of the public concerning county road maintenance, safety and related matters. Confers with subordinates, supervisors and employees on personnel matters and grievances. Attends a variety of meetings to keep abreast of recent legislation, laws and regulations relating to the County Road Department.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

Direct supervision is exercised over the road maintenance & construction crew; evaluates performance, implements improvement plans/disciplinary actions and assists in selecting personnel.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- All material, methods and equipment used in road construction and maintenance
- Light and heavy construction equipment including the operation, servicing and minor repair of that equipment.
- Laws and rules governing the safe operation of all road construction and maintenance equipment
- The procedures, methods, tools and supervision, construction and maintenance activities.
- The principles and practices of civil engineering as they apply to construction and maintenance activities.

Ability to . . .

- Plan, organize and supervise the work of semiskilled and skilled workers to meet work schedules and in a manner that encourages a high level of productivity
- Communicate effectively
- Maintain accurate daily work reports
- Estimate material and labor needs for a variety of projects
- Prepare and present a budget
- Establish and maintain effective relationships with other employees and the public
- Meet the public to review concerns and problems and respond in a diplomatic manner
- understand and follow oral and written instructions
- Plan, organize and supervise and direct the work of skilled, semi-skilled and unskilled workers.
- Read and interpret engineering drawings, specification and blueprints.
- Effectively communicate and follow directives in both written and oral form.
- Establish and maintain effective working relationships with subordinates, other public officials, outside vendors and the general public.

- Work weekends, holidays or after hours in the event of an emergency.

EDUCATION AND/OR EXPERIENCE:

Graduation from high school or equivalent to a high school diploma; completion of related vocational training courses or college coursework is desirable.

A minimum of five (5) years progressively responsible skilled experience in road maintenance and construction including two (2) years of supervisory, lead person and/or administrative experience.

Must possess and maintain a valid State of Oregon Class A Commercial Driver's license.

For safety reasons/issues: Supervisor required to take County Safety Vehicle on all hours emergencies calls received from County Dispatch in order to handle natural disasters or reported road hazards.

State of Oregon chemical applicators certification with continuing educational credits required annually.

Work experience in engineering technical support equivalent to two (2) years is desirable.

Requires possession of a valid Oregon Drivers License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to deal effectively with stress and to perform manual tasks for extend periods of time in inclement weather.
- Hearing: Adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming.
- Vision: Adequate near vision for activities as: reading instructions and gauges, identifying small parts, assembling small, technical machine parts and to meet DMV criteria for required licensing. Visual color discrimination is necessary for such activities as determining correct electrical wire connection.
- Coordination & Dexterity: Finger dexterity to work accurately with small hand tools and machine parts; arm-hand steadiness adequate to operate hand tools and machinery. Coordination and balance to work on uneven surfaces. Must be able to bend, stretch and reach. Must have sufficient range of motion and to bend and reach while operating or working on machinery.
- Physical Strength: Must have muscle force to lift, push, pull and carry heavy objects and the trunk strength for repeated bending, twisting, squatting or pulling for purposes of removing and transporting objects weighing up to 100 Pounds; disconnecting and removing parts and lifting, holding and operating machinery weighting 50 pounds or more.

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Typical Working Conditions

Work is performed outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents), and to allergy causing agents (such as poison oak, grasses and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion. The noise level in the work environment may be high at times. The weather in the work environment will be variable and may be adverse at times.