

Clearwater County
CLASS SPECIFICATION
ROAD AND BRIDGE
CONTRACTING OFFICER/ ADMINISTRATOR

Class Summary/Primary Function

Manage and assist in the County Road and Bridge Department operations, including project planning, budget development, funding procurement, and administering Good Neighbor Authority (GNA) contracts. Work with the Supervisor to identify and complete projects. Supervised by County Commissioners. Duties are performed in office and field environments, with on-call responsibilities.

Essential Duties and Responsibilities

- * Directs long-term operations and ensures regulatory compliance.
- * Supervises and schedules maintenance and construction projects.
- * Manages budgets, grants, projects, and GNA contracts.
- * Inspects roads, bridges, dikes, levees, and rights-of-way.
- * Develops budgets with Commissioners.
- * Investigates accidents and damage claims.
- * Prepares reports and records.
- * Manages projects for other County departments.
- * Responds to public complaints and inquiries.
- * Operates equipment and works with road crew as needed.
- * Interacts professionally with employees, customers, and the public.
- * Adheres to County policies and safety practices.
- * Serves as Title VI compliance coordinator.
- * On call for emergencies.

Classification Requirements Knowledge of:

- * Public and private relationship development.
- * Road, bridge, and right-of-way maintenance and construction.
- * Snow removal, sanding, and de-icing methods.
- * Heavy equipment operation and maintenance.
- * County funding, budgeting, grant administration, and GNA contracts.
- * Employee management and supervision.
- * Customer service, public relations, and conflict resolution.
- * Office equipment and job-related software.
- * OSHA regulations and County safety policies.

Ability to:

- * Draft and Implement Public Works and GNA Contracts
- * Administer department operations, budgets, and GNA contracts.
- * Perform mathematical computations.
- * Safely operate heavy equipment and power tools.
- * Operate a motor vehicle.
- * Read and comprehend construction plans.
- * Communicate effectively.
- * Follow policies, procedures, and instructions.
- * Exhibit courtesy, tact, and diplomacy.
- * Make sound decisions in accordance with laws and regulations.
- * Maintain professionalism during stressful situations.
- * Perform multiple tasks simultaneously and manage time effectively.
- * Operate office equipment and personal computers.

Minimum Acceptable Experience and Training

- * High school diploma or GED required.
- * Associate or bachelor's degree in engineering or Natural Sciences preferred.
- * Five years of road construction or maintenance experience, including two years of supervisory experience.
- * An equivalent combination of experience and training acceptable.

Special Qualifications

- * Class A CDL preferred.
- * Idaho driver's license required.

Essential Physical Abilities

- * Communicate effectively and comprehend instructions.
- * Motor vehicles are safely operated and heavy equipment.
- * Perform heavy manual labor and lift objects up to 100 lbs.
- * Inspect road and bridge areas and remove debris.
- * Perform physical exertions in outdoor environments, including extreme weather conditions.