



Road and Bridge Office Manager Job Description

Position Summary:

The primary function of this position is to keep accurate records of this department and provide assistance to the Road and Bridge Administrator and employees to keep the Road and Bridge Department functioning smoothly and efficiently. This is a part-time position with retirement benefits.

Essential Duties and Responsibilities:

- Answer the telephone and assist people that may have questions, or forward them to the Road and Bridge Administrator, if needed
- Assist the Road and Bridge Administrator to perform his clerical duties, including work with the Road and Bridge software, which will include county travel and data input for county mapping
- Answer questions that may be asked about county roads from the courthouse, title companies, real estate agents, and residents
- Assist with requests related to the Road and Bridge Department
- Order and keep track of inventory on road signs, parts and equipment
- Cost track bills related to equipment maintenance, fuel, parts and projects.
- Keep a record of work logs and managing short and long-term road maintenance plans
- Clean the shop and organize when time allows
- Assist with paperwork, timesheets, donation letters and county notices
- Research and apply for grants and keep up with cost tracking of these projects
- Keep track of pits, loads hauled, destination, year-end reports, applications for pits and contracts with vendors
- Assist with maintenance schedule of vehicles and equipment
- Keep registrations of Road and Bridge vehicles current
- Assist the Road and Bridge Administrator with departmental reports for Commissioners Court
- Assist employees with reports and programs
- Assist with computer issues and email issues by coordinating with Mason County IT liaison
- Perform all work duties and activities in accordance with Mason County policies, procedures, and safety practices
- Maintain filing system for needed Road and Bridge documentation, including but not limited to SDS (Safety Data Sheets)
- Receive shipments and as needed, take packages to UPS and USPS

Competency Requirements:

- Ability to follow written and oral instructions
- Possess computer skills: spreadsheets, word documents, and electronic communications
- Must have a valid driver's license
- Ability to operate two-way radio communication equipment
- Ability to maintain maintenance, repair, work assignment, and related other records, documents, and logs
- Ability to prepare written and electronic reports
- Ability to communicate effectively with the public and other employees, occasionally in stressful conditions, while treating all in a civil manner
- Ability to establish and maintain effective working relationships with fellow employees, county administrators, vendors, contractors, other state and federal agencies, and the public
- Must be self-disciplined, self-motivated and proactive in work habits

Acceptable Experience and Training

- High school diploma or GED equivalency
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Must be able to remain in a stationary position while working at the computer
- Must be able to move about inside the R&B shop to access file cabinets, supply closets, copy machine, etc
- Requires the ability to hear and speak on phone and in person
- Must be able to see information on a computer screen