



JOB DESCRIPTION

TITLE: ROADS MANAGEMENT SPECIALIST

DEPARTMENT: Public Works

LEVEL: 12

**Position Last Evaluated: Aug 2016
Job Desc. Last Updated: Sep 2019**

JOB SUMMARY

Under the direction of the Manager, Roads & Traffic Services, the incumbent develops solutions to road infrastructure management issues and is responsible for implementing the road rehabilitation program, road inventories, tender preparation, inspection, contract administration, project cost control, and project management for assigned projects. The position oversees contractors, and consultants engaged in tasks for the rehabilitation, construction, and maintenance of roads and related structures.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Administers the long range planning of the road rehabilitation program in coordination with other capital projects and provides input for the Five Year Capital Planning process including related stakeholder consultation.
2. Provides a resource for the Roads & Traffic Services section to support the maintenance of asset inventories and condition assessments for the Asset Management Program. Works closely with the Transportation Planning, Infrastructure Planning, GIS Groups, and Engineering Construction to ensure departmental coordination is achieved.
3. Prepares contract tenders for assigned construction projects. Administers the tender process, completes tender evaluations and provides recommendations for contract award.
4. Provides contract administration for assigned roads and traffic projects. This includes interpretation and enforcement of contract conditions and requirements, budget and cost administration, and certification of invoices and contract payments.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Monitors and inspects contractors' work and evaluates their performance, and ensures deficiencies are corrected.
6. Liaises with City staff, consultants, and private contractors and responds to public enquiries on all aspects of the road rehabilitation program and road infrastructure management.
7. Administers the road rehabilitation program and researches new technology, assesses needs, and implements where required.
8. Completes verbal and written reports, and determines unit pricing for job costing and project estimates. Reviews and certifies post contract information for consistency, completeness, and accuracy. Keeps records of as-constructed projects (e.g. road rehabilitation).
9. Develops, administers, and implements Roads Programs such as the chip sealing program, dust layer program, bushwhacking program, crack sealing program, computerized pavement management system, bridge sealing program, and road patching program
10. Participates in budget assessment, budget control, and forecasting, and researches and advises on capital purchases.
11. Oversees, plans, and assigns work to a single or group of skilled and semi-skilled contractors and consultants engaged in construction and maintenance of roads. Assists with the snow and ice control program when required.
12. Performs duties assigned in the City of Nanaimo Emergency Coordination Centre, or in the Department (Emergency) Operations Centre in the event of an emergency.
13. Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of asphalt pavement maintenance, rehabilitation, and reconstruction methods, placing asphalt hot mix, break down rolling and compaction of a variety of asphalt concrete pavements, asphalt overlays, asphalt grinding, asphalt hot in place recycling, use of recycled asphalt in base courses, use of processed RAP as a base material, asphalt cold mixes, and material testing methods and result analysis.

Good knowledge of methods, practices, materials, tools, and equipment as they relate to the rehabilitation, construction, and maintenance of roads and related structures, and a good knowledge of snow and ice control procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Good knowledge of and experience with pavement management's rating systems, pavement maintenance, basic survey methods, basic traffic counting methods, and rehabilitation and reconstruction methods. Knowledge of applicable acts, statutes, and regulations (MVA, TAC guidelines, RTAC, MUTCD).

Knowledge of PC based pavement management systems, corporate software applications and all applications relevant to roads, traffic services, and infrastructure management, ability to develop, implement and maintain accurate digital and written databases, and read and understand engineering plans, ARC, GIS, and related data.

Considerable knowledge of Asset Management principals and experience with asset inventories and condition assessment procedures for Roads and Traffic services.

Considerable knowledge of budgeting, estimating, and costing procedures and methods.

Demonstrated ability to read and interpret engineering, architectural, and survey plans, mapping, and aerial photographs, together with related data.

Demonstrated ability to prepare detailed technical reports.

Demonstrated ability to learn and follow new technology, analyse and interpret test results, and solve technical problems

Demonstrated ability to exercise independent judgment and action on a daily basis, provide solutions to problems and work with a minimum of supervision.

Ability to research, collect, manage, and analyse technical data and information, resolve complicated problems, and prepare clear and understandable communications for a variety of audiences.

Ability to oversee, plan, organize, and problem solve, prepare cost estimates and project time lines. Possess excellent verbal and written communication skills, with the ability to establish and maintain effective working relationships with the public, contractors, engineers, and work crews in the field.

Ability to communicate with tact and discretion when dealing with or settling requests, complaints or clarifying information to customers.

Good knowledge in the use of City computer applications relevant to roads, traffic services, and infrastructure management (ArcGIS, City Works, AutoCAD).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma from a recognized College or Technical Institute, in a specialty such as civil engineering or construction, supplemented with pavement management and asset management courses.

A minimum of 5 years' related experience in civil engineering design, survey, planning, and construction, with emphasis on municipal engineering construction, including substantial experience in pavement management and overseeing contracts.

Or an equivalent combination of education and experience.

Possession of a Valid Class 5 BC Driver's Licence.

Membership in or eligible for membership in the Applied Science Technologists and Technicians of BC as an Applied Science Technologist.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.