

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Director		D	6	1	Exempt
POSITION TITLE: Operations Manager -Roads			POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	08/28/2025		
SERVICE TYPE:			NON-REP MANAGEMENT		
Employee Name:	VACANT	Department:	Public Works	Supervisor:	Gary Stockhoff
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

Manages the Public Works Road Division. Serve as a key member of the department's emergency management team. Responsible for long-range policy and strategic planning for management of the county road system. Develops management systems for a complex multimillion dollar budget, balancing staffing levels, equipment needs, and material expenditures. Collaborates with other division managers and the director to establish and review department policy. Represents the county on Public Works operations issues at public meetings, hearings and with other government agencies. Negotiate contracts and partnerships with locals, state and/or federal agencies.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Daily Operations Essential Duties: <ul style="list-style-type: none"> Establish and administer personnel and general business activities and practices for the division programs. Represents the county on committees and regional organizations to promote and coordinate Road Division programs. Organize, train, and mentor a highly skilled workforce to create efficient operational systems, innovative solutions, and collaborative values. Evaluate work performed, plan, coordinate, schedule, prioritize, maintenance activities. Provide construction and maintenance services to other public agencies: Federal, State, and Local, through intergovernmental agreements to supplement road fund revenue and assist small cities with limited construction capacity. Manages and oversees the day-to-day operations of the Roads Division and assists the Director with a variety of related activities. Provide supervision of assigned staff, including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making or overseeing selection, termination, and disciplinary decisions. 	50%
2	MFA: Long Term Planning Essential Duties: <ul style="list-style-type: none"> Develops and implements the concepts, methods, and administrative procedures for planning, coordinating, evaluating, and conducting the operations of the division in accordance with federal and state statutes, rules and regulations and county 	25%

	ordinances including those with an impact on safety, environmental quality and best management practices.	
3	MFA: Budget Development and Administration Essential Duties: <ul style="list-style-type: none"> • Develops and controls a biennial multi-million dollar administer budget for the road division. • Forecasts and monitors revenues and expenditures and prepares financial reports to present to the director of Public Works. 	25%
Percentages should total 100%		100%

Special Requirements:

Driver's License

Minimum Qualifications:

Bachelor's Degree from an accredited college or university in related field; 7 years of progressively responsible professional experience in area of assignment, including 3 years of managerial or supervisory experience.

Physical Requirements

Lift 30 lbs. 10% of the time
Exerting up to 30 pounds of force, frequently pushing, pulling or otherwise move objects 30% of the time.
Walking or standing or sitting up to 3 hours or 60% of the time.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____