



Road Commission of Kalamazoo County

Position	Operations Director
Department	Administrative
Location	Kalamazoo, MI
Salary Range	\$131,123- \$156,541 (FLSA Status – Exempt)

Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Operations Director**. The Operations Director provides leadership and strategic direction for the Road Commission's operations, including road maintenance, construction, fleet services, traffic control, and emergency response. This role ensures the safe, cost-effective, and timely delivery of infrastructure services while maintaining compliance with local, state, and federal regulations.

HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Tuition Reimbursement
- Short-term disability
- Life insurance

SCHEDULE:

Winter schedule: Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime.

Summer schedule: 4/10 work schedule, 6:30 AM to 5:00 PM with potential for overtime (*subject to change*)

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all the duties which the employee may be expected to perform)

Strategic Planning & Leadership

- Lead and manage day-to-day field operations, including road maintenance, snow removal, drainage, and construction projects.
- Develop and implement operational goals, policies, and procedures aligned with the Road Commission's mission.
- Assist in long-term planning, budgeting, and asset management.

Road Commission of Kalamazoo County

Personnel Management

- Supervise operations superintendents and field staff.
- Oversee staffing needs, performance evaluations, training, and adherence to safety protocols.
- Promote a culture of accountability, safety, and continuous improvement.

Budget & Resource Management

- Collaborate on the preparation and administration of operational budgets.
- Oversee procurement and maintenance of fleet, equipment, and materials.
- Monitor expenditures and ensure cost efficiency in all operations.

Project Oversight

- Coordinate and monitor road construction, repair, and maintenance projects.
- Ensure compliance with engineering standards, specifications, and timelines.
- Coordinate with engineers, contractors, utility companies, and other stakeholders.

Compliance & Safety

- Ensure compliance with MIOSHA, MDOT, FHWA, and EPA regulations (or appropriate regional equivalents).
- Lead safety initiatives and oversee emergency response protocols for weather events or infrastructure failures.

Stakeholder Relations

- Represent the Road Commission at public meetings, community events, and intergovernmental forums.
- Respond to public inquiries and complaints regarding road conditions or operations.
- Other duties as assigned.

EMPLOYMENT QUALIFICATIONS:

Education: Bachelor's degree in Civil Engineering, Construction Management, Public Administration, and Equipment Management, or equivalent combination of education and/or related field experience.

Preferred Experience: 5-7 years of progressively responsible experience in public works or road operations, including supervisory experience, knowledge of road construction, maintenance techniques, traffic control systems, and applicable regulations.

Other Requirements:, Strong leadership, budgeting, and communication skills, valid driver's license, Strong organizational, analytical, and communication skills, ability to work independently and as part of a multidisciplinary team.

Please send resumes for Operations Director to hr@kalamazooountyroads.com or USPS to the RCKC 4400 S 26th Street Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. **PLEASE NO PHONE CALL POSITION INQUIRIES. Resumes will be accepted until the position is filled.**



OPERATIONS DIRECTOR

Position Summary:

The Operations Director provides leadership and strategic direction for the Road Commission's operations, including road maintenance, construction, fleet services, traffic control, and emergency response. This role ensures the safe, cost-effective, and timely delivery of infrastructure services while maintaining compliance with local, state, and federal regulations.

Key Responsibilities:

Strategic Planning & Leadership

- Lead and manage day-to-day field operations, including road maintenance, snow removal, drainage, and construction projects.
- Develop and implement operational goals, policies, and procedures aligned with the Road Commission's mission.
- Assist in long-term planning, budgeting, and asset management.

Personnel Management

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Qualifications:

Education and Experience:

- Bachelor's degree in Civil Engineering, Construction Management, Public Administration, Equipment Management, or equivalent combination of education and/or related field experience.
- 5-7 years of progressively responsible experience in public works or road operations, including supervisory experience.
- Knowledge of road construction, maintenance techniques, traffic control systems, and applicable regulations.
- Strong leadership, budgeting, and communication skills.

Certifications (Preferred or Required):

- Soil Erosion and Sedimentation Control (SESC) and stormwater certifications.
- MDOT Inspector Certification or relevant DOT certifications.

Technical Skills:

- Proficient in Microsoft Office and construction management tools.
- Familiarity with standards such as AASHTO, MUTCD, and MDOT specifications.



OPERATIONS DIRECTOR

Other Requirements:

- Valid driver's license.
- Strong organizational, analytical, and communication skills.
- Ability to work independently and as part of a multidisciplinary team.

FLSA Status: Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

The Operations Director position requires the ability to perform a variety of physical tasks necessary for both office and field work.

Essential physical requirements include:

- Climb into and out of vehicles, trucks, and heavy equipment.
- Walk on uneven terrain and climb up and down embankments or slopes.
- Stoop, kneel, crouch, and perform other movements required for field inspections.
- Ability to lift and carry up to 25 pounds occasionally (e.g., equipment and other tools, documents or samples).
- Travel frequently within the county to various projects and inspection sites.
- Access and retrieve physical records, files, maps, and documents.
- Ability to sit for extended periods in an office environment and use standard office equipment, including computers, printers, and phones.
- Use specialized software to read and interpret maps, drawings, and technical documents.



OPERATIONS DIRECTOR

Working Conditions:

This position involves a combination of office-based tasks and regular outdoor field visits to construction and maintenance sites. The work environment may include the following conditions:

- Regular exposure to outdoor elements such as weather, dust, mud, and uneven terrain.
- Work in or near active construction zones with exposure to traffic and heavy machinery.
- Potential exposure to fumes, odors, and loud noises associated with construction projects.
- Typical office conditions include extended use of computers and phones, and routine interaction with coworkers, contractors, and the public.