



POSITION AVAILABLE ROAD AND BRIDGE DEPARTMENT

Job Title: Road Administrator
Department: Road & Bridge

Job Location: Anahuac Yard (201 Airport Rd)

Annual Salary: Based on experience

Application Period: April 30, 2021 - until filled

Job Summary and Principal Duties:

Serves as County Road Administrator; effectively manages county road and bridge department. Duties include applying modern road repair and building techniques to related projects or problems; preparing department budgets; and supervising personnel. AS DEFINED BY ARTICLE 252.304 (b) OF THE TRANSPORTATION CODE OF THE STATE OF TEXAS

Duties include but no limited to:

- Serves as County Road Administrator
- Plans and administers efficient, economical construction and maintenance of county roads;
- Hires and fires road and bridge department personnel or delegates these responsibilities to appropriate road and bridge department foremen;
- Attends all Commissioners Court meetings pertaining to county road matters and makes recommendation concerning road construction or repair and other projects;
- Ensures Commissioners Court policies pertaining to county roads and bridges are efficiently and effectively executed;
- Prepares and submits detailed road and bridge department annual budget to Commissioners Court for approval;
- Assists Development Review Committee to ensure that building sites are reasonably safe from flooding, pinpointing areas of special hazards, and notifying proper authorities prior to altering or relocating water courses to ensure flood carrying capacities are maintained.
- Works with consultants contracted with the County to help in the construction and maintenance of County Roads
- Works with HGAC, TXDOT or other entities as may be required to ensure adequate and safe mobility throughout the county.
- Works with other departments concerning construction of parking lots and access roads.
- Performs such other related duties as may be assigned.

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS

1. A valid Texas Driver License
2. The County Road Administrator must have had experience in road building or maintenance or other types of construction work qualifying the person to perform the duties of the position but need not have had any particular amount of professional training or experience in engineering.

Only applicants meeting the qualifications listed above need apply:

R&B Department
201 Airport Road
Anahuac, TX. 77514
(409) 267-2708

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