

## JOB DESCRIPTION

Job Title: Road & Bridge Warehouse Coordinator      Location: Panola County Road & Bridge Warehouse

Job Status: Full Time

Dept: Panola County Road & Bridge Dept.

Pay Range: \$17.50/HR-\$20.56/HR

Date Written: 5/3/2013 (revised 12/5/17)

Approval: Commissioners' Court



### Appointment:

- a. The Road & Bridge Warehouse Coordinator shall faithfully perform the duties imposed by the Commissioners' Court and shall be under the general supervision of the Commissioners' Court.
- b. The Road & Bridge Warehouse Coordinator may be removed for just cause at any time by the Commissioners' Court.

### Powers and Duties:

- a. Oversee funds from the Road & Bridge Department as the law provides and the Commissioners' Court directs.
- b. Oversee the Interim Road and Bridge Warehouse Coordinator Trainee job duties.
- c. In payment for labor, machinery, supplies and materials used by the Road & Bridge Department the Coordinator shall verify the receipt of these items and certify such by signing the invoice and attaching an issued purchase order showing the amount due and the purpose for which the purchase order was issued.
- d. In the temporary absence of both the Warehouse Coordinator and the Interim Road and Bridge Warehouse Coordinator Trainee, a person designated to fulfill those duties may, after verifying sufficient funds exist in the appropriate budget, issue a purchase order. That designee may sign the P.O. and invoice after verifying receipt of product or service, if the amount of the purchase order and invoice does not exceed \$5000.00.
- e. If the authorized persons described above in c and d are unavailable and a matter affecting the "prompt payment act" is anticipated, the Precinct Commissioner to which the invoice and p.o. is directed may verify the receipt of the equipment, service or material and sign the necessary documents regardless of the amount.

- f. Upon approval by the Commissioners' Court, the person/s entitled to payment may receive same.
- g. The Road & Bridge Warehouse Coordinator is liable for damages caused by
  - 1. the wrongful issuance of a purchase order; or
  - 2. an extravagance in the amount of the purchase order
- h. If directed by a Precinct Commissioner, the Road & Bridge Warehouse Coordinator shall verify all daily time records signed by the precinct commissioner and/or the foreman and prepare and sign a master payroll sheet to be issued to the County Treasurer. The daily time records of the personnel assigned to the warehouse will be signed by the Road & Bridge Warehouse Coordinator.
- i. The Road & Bridge Warehouse Coordinator will be under the general supervision of the Commissioners' Court.

Additional Job Duties:

- 1. Assist Commissioners with updating, preparing and keeping current the various specifications for new model equipment and may write specifications needed for bids pertaining to Road & Bridge purchases, leases etc.
- 2. Assist Commissioner, in budget request preparation.
- 3. Assure any Work Request forms taken by warehouse personnel are directed to the appropriate commissioner or foreman.
- 4. Responsible for the coordination of all random drug testing for department personnel pursuant to the present contract; (coordinate defensive driving, work safety, health regulations, etc.) and all paperwork currently handled by the warehouse.
- 5. Perform any other service or reports required by the Commissioners' Court.

Supervision Skills: Moderate

Communication Skills: Strong communication skills; must be able to communicate with Commissioners, the Commissioners' Court, Road & Bridge employees and the public.

Education: High School diploma or G.E.D.

Experience: At least 3 years Administrative experience.