

St. Joseph County Road Commission

Rodney D. Chupp, Chairman
Vincent J. Mifsud, Vice Chairman
David L. Miars, Member

John W Bippus, Member
Rea C Brown, Member

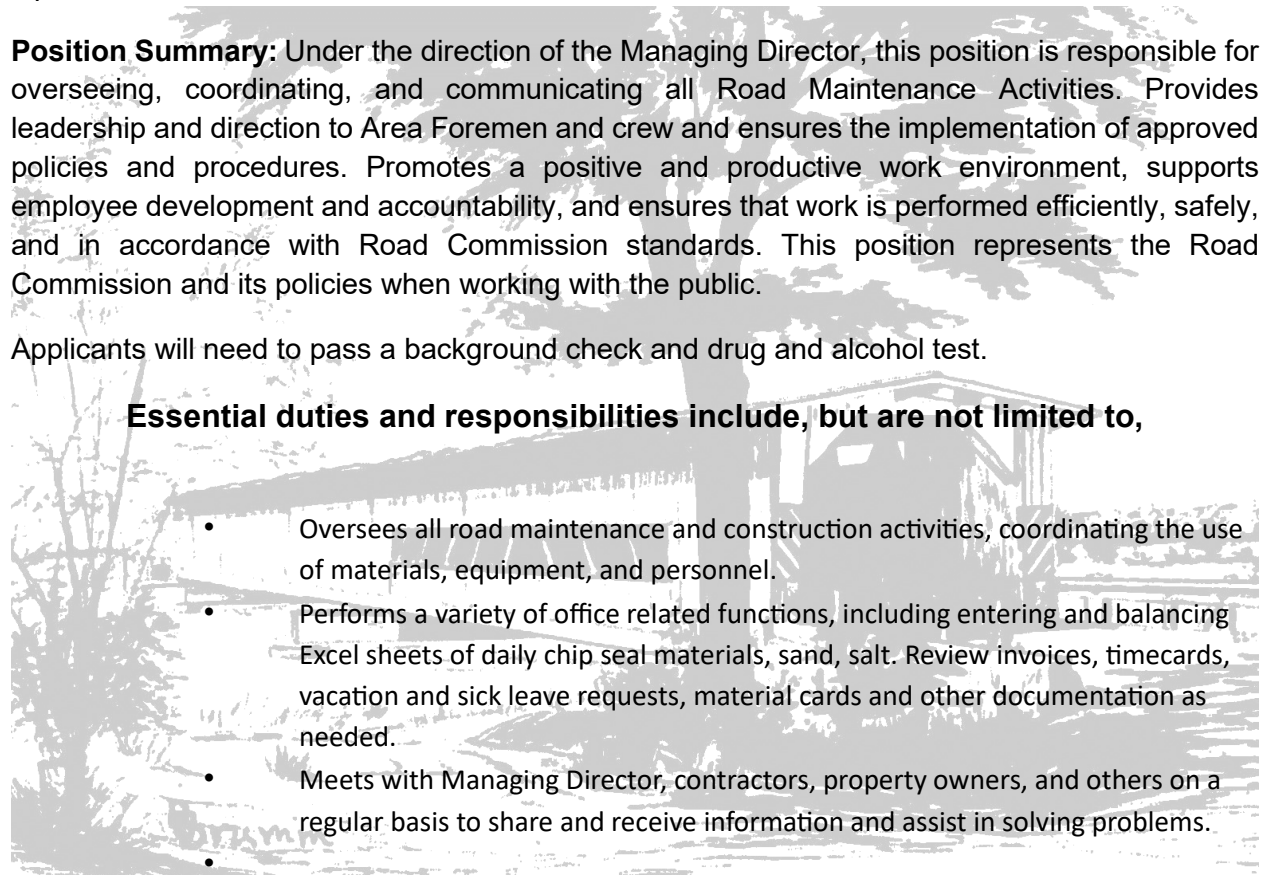
Seeking Director of Operations

St. Joseph County Road Commission is currently accepting applications for Director Of Operations.

Position Summary: Under the direction of the Managing Director, this position is responsible for overseeing, coordinating, and communicating all Road Maintenance Activities. Provides leadership and direction to Area Foremen and crew and ensures the implementation of approved policies and procedures. Promotes a positive and productive work environment, supports employee development and accountability, and ensures that work is performed efficiently, safely, and in accordance with Road Commission standards. This position represents the Road Commission and its policies when working with the public.

Applicants will need to pass a background check and drug and alcohol test.

Essential duties and responsibilities include, but are not limited to,

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- Oversees all road maintenance and construction activities, coordinating the use of materials, equipment, and personnel.
 - Performs a variety of office related functions, including entering and balancing Excel sheets of daily chip seal materials, sand, salt. Review invoices, timecards, vacation and sick leave requests, material cards and other documentation as needed.
 - Meets with Managing Director, contractors, property owners, and others on a regular basis to share and receive information and assist in solving problems.

Required Education and/or Experience:

- High school education, GED, or equivalent education
- 2 – 5 years' experience with road maintenance, supervision, heavy equipment operation and work site safety
- Ability to communicate and work effectively with employees, supervisors, management, and the public
- Ability to work extended hours when needed.

- Knowledge of civil engineering principles, practices, and methods as applicable to municipal setting is preferred
- knowledge of applicable County policies, laws, and regulations affecting Road commission activities, and road and bridge construction and maintenance background preferred

Job Qualifications/Requirements:

- Valid driver's license
- CDL Class A License preferred
- Computer skills, including Microsoft Office products, especially Excel formulas to create spreadsheets to track stone, salt, asphalt, etc.,
- Must be able to pass all certification for Miss Dig (Advance One External User).

Expected Salary Range \$90,000-\$110,000

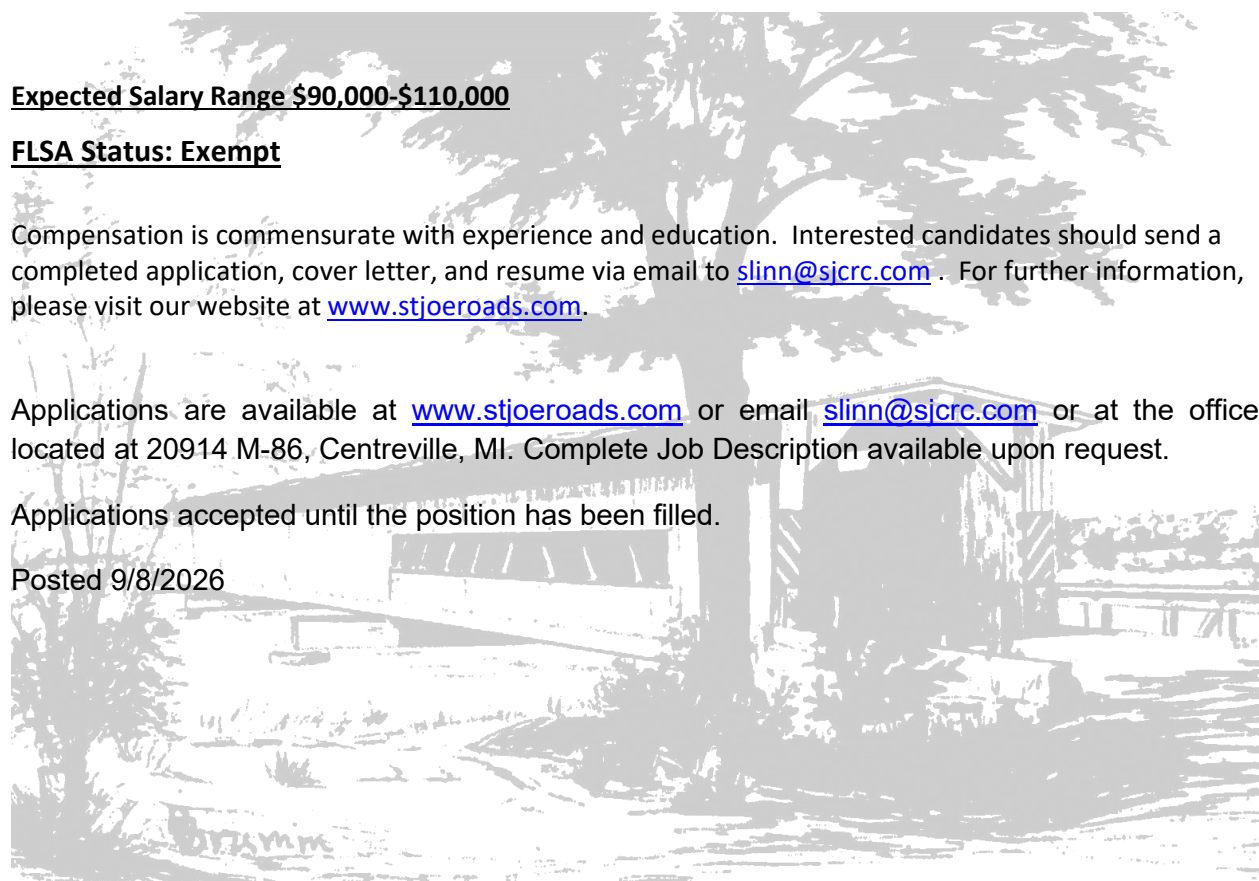
FLSA Status: Exempt

Compensation is commensurate with experience and education. Interested candidates should send a completed application, cover letter, and resume via email to slinn@sjcrc.com . For further information, please visit our website at www.stjoeroads.com.

Applications are available at www.stjoeroads.com or email slinn@sjcrc.com or at the office located at 20914 M-86, Centreville, MI. Complete Job Description available upon request.

Applications accepted until the position has been filled.

Posted 9/8/2026



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Director of Operations

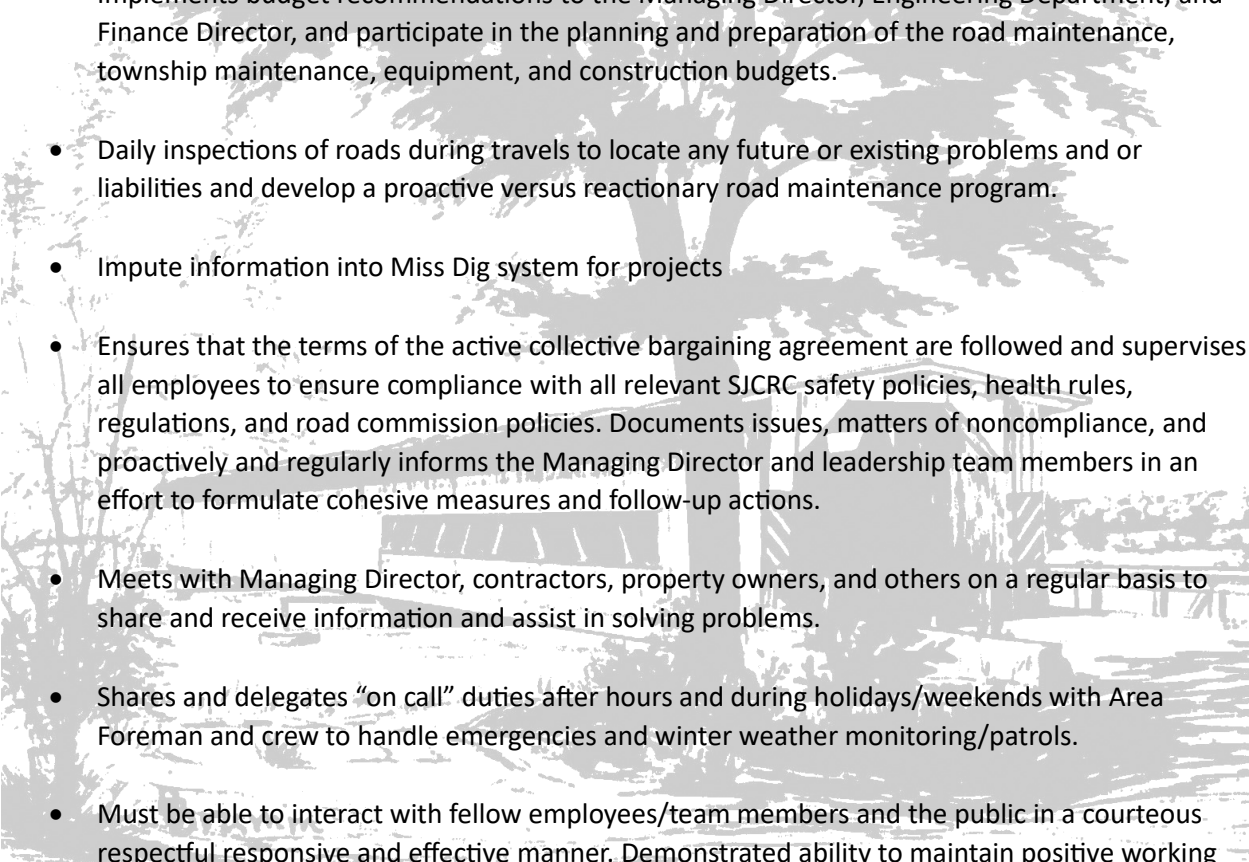
Position Summary

Under the direction of the Managing Director, this position is responsible for overseeing, coordinating, and communicating all Road Maintenance Activities. Provides leadership and direction to Area Foremen and crew and ensures the implementation of approved policies and procedures. Promotes a positive and productive work environment, supports employee development and accountability, and ensures that work is performed efficiently, safely, and in accordance with Road Commission standards. This position represents the Road Commission and its policies when working with the public.

Essential Duties and Responsibilities:

included but not limited to the following:

- Reports directly to Managing Director
- Works with the Managing Director and leadership team members to plan, develop, administer, and evaluate road maintenance programs and construction projects which conform to the goals and objectives of the road commission. Ensures compliance with road commission policies and procedures for consistency. Identifies and assesses the need for new or revised programs and projects that may better service our constituents and/or improve cost effectiveness.
- Represent the road commission to the public at large, attend meetings in the county as requested. Attend seminars, conventions and special meetings as assigned.
- Oversees all road maintenance and construction activities, coordinating the use of materials, equipment, and personnel.
- Regularly meets with Area Foreman to discuss and resolve problems and to coordinate and schedule projects. Monitors performance of the workforce to ensure that road commission standards, goals, and objectives are met or exceeded. Works with other agency personnel to ensure adequate development and in-service training for all staff. Ensures that Area Foreman are managing functions and areas appropriately, and collaborating, executing, and effectively managing work throughout the county. This specifically includes quality assurance inspections of work progress, programs, and projects. Works in conjunction with Area Foreman, when necessary, in the performance of their duties including, but not limited to, calls for off-duty services, responding to citizen complaints or concerns, mobilizing winter maintenance crews, and patrolling and monitoring the county road systems.

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- Communicate immediately and effectively to the Managing Director all significant issues that arise. Also, maintains regular and effective communication with other Road Commission personnel and works cooperatively with the Managing Director to complete all necessary tasks.
 - Performs a variety of office related functions, including entering and balancing Excel sheets of daily chip seal materials, sand, salt. Review invoices, timecards, vacation and sick leave requests, material cards and other documentation as needed.
 - Assists with various personnel functions such as interviewing, hiring, training, performance management, discipline, negotiating, monitoring and approving road work activities.
 - Implements budget recommendations to the Managing Director, Engineering Department, and Finance Director, and participate in the planning and preparation of the road maintenance, township maintenance, equipment, and construction budgets.
 - Daily inspections of roads during travels to locate any future or existing problems and or liabilities and develop a proactive versus reactionary road maintenance program.
 - Impute information into Miss Dig system for projects
 - Ensures that the terms of the active collective bargaining agreement are followed and supervises all employees to ensure compliance with all relevant SJCRC safety policies, health rules, regulations, and road commission policies. Documents issues, matters of noncompliance, and proactively and regularly informs the Managing Director and leadership team members in an effort to formulate cohesive measures and follow-up actions.
 - Meets with Managing Director, contractors, property owners, and others on a regular basis to share and receive information and assist in solving problems.
 - Shares and delegates "on call" duties after hours and during holidays/weekends with Area Foreman and crew to handle emergencies and winter weather monitoring/patrols.
 - Must be able to interact with fellow employees/team members and the public in a courteous respectful responsive and effective manner. Demonstrated ability to maintain positive working relationships with subordinates, solving problems, managing programs and projects. Desire to innovate and learn, as demonstrated by a consistent pattern of seeking opportunities for growth and development and/or other "above the call of duty" or job training.
 - Attend public meetings, trainings and conferences as required.
 - Other duties as assigned.

Required Education and/or Experience:

- High school education, GED, or equivalent education
- 2 – 5 years' experience with road maintenance, supervision, heavy equipment operation and work site safety
- Ability to communicate and work effectively with employees, supervisors, management, and the public
- Ability to work extended hours when needed.
- Knowledge of civil engineering principles, practices, and methods as applicable to municipal setting is preferred
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Job Qualifications/Requirements:

- Valid driver's license
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- Computer skills, including Microsoft Office products, especially Excel formulas to create spreadsheets to track stone, salt, asphalt, etc.,
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FLSA Status: Exempt

The qualifications listed 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.

Working Conditions:

- Ability to work long hours inside and/or outside in summer and winter conditions on projects.

Physical Requirements:

- Ability to lift, push pull, and manipulate tools, equipment, supplies and other objects often weighing up to 80lbs with or without accommodation.
- Ability to walk extended distances, sit for extended periods, and move over uneven terrain. with or without accommodation.
- Ability to perform work in extreme or unpleasant conditions.
- Ability to converse orally via telephone, radio and personally to receive and communicate information to employees and the public.

Expected Salary Range \$90,000-\$110,000

Compensation is commensurate with experience and education. Interested candidates should send a completed application, cover letter, and resume via email to slinn@sicrc.com . For further information, please visit our website at www.stjoeroads.com.

20914 M-86
Centreville, Michigan 49032-9622

Equal Opportunity Employer
www.stjoeroads.com
Email: slinn@sicrc.com

Phone: 269-467-6393
Fax: 269-467-4433