



## **JOB OPPORTUNITY BULLETIN**

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: **December 24, 2025**

Date Listing Will Close: **January 8, 2026 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Specification: **Road Manager**

Location/Department: **Road Department**

Salary: **Starting at \$80,000.00**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description Qualifications /

Experience: See Attached Job Description

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E.O.E. and A.D.A.

### **HARRISON COUNTY PERSONNEL/HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

[www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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## **HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION**

**JOB TITLE:** Road Manager

**DEPARTMENT:** Road Department

**FLSA STATUS:** Exempt

**REPORTS TO:** Board of Supervisors

**POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** December 2025

*This job description on should not he interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA, reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** Plans, directs, and oversees the Harrison County Road Department, including all road and bridge construction, maintenance and administration, managing budgets, personnel, equipment materials, and ensuring compliance with state laws and safety.

### **ESSENTIAL JOB FUNCTIONS:**

1. Develops and implements goals, objectives, priorities, policies and procedures for the operation of Road Department functions.
2. Oversees county-wide road/bridge maintenance, construction, drainage, and mowing.
3. Monitors and evaluates performance of all Road Department divisions and implements any changes required to improve efficiency and effectiveness; recommends major changes in programs to the Board of Supervisors
4. Develops short and long-range plans for providing services to meet the needs of the County
5. Directs the preparation of contracts with consulting engineers and organizations engaged in major road construction projects
6. Responds and resolves citizen requests and complaints related to Road Department projects or programs by correspondence or in person
7. Provides technical information and makes presentations to the Board Supervisors regarding Road Department projects; responds to Board of Supervisors requests by providing information or investigating opportunities
8. Serves as liaison with County departments, Federal, State, County agencies, and intergovernmental agencies in planning and implementing Road Department projects involving other agencies or involving funding from outside sources

### **SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Reviews tentative budget figures from all Road Department divisions to assure compliance with budget guidelines and departmental objectives; compiles the total departmental budget with appropriate goals, objectives and statistical measures
2. Responsible for purchasing or leasing necessary equipment and materials for operation of the Road Department within approved budget.
3. Ensures compliance with local, state, and Federal laws, regulations, and ordinances
4. Reviews grant applications for funding of Road Department projects to ensure that all information is complete and in compliance with regulations
5. Attends meetings with Board of Supervisors and citizen groups to enlist their cooperation and to explain various Public Works operations

**SUPERVISORY RESPONSIBILITIES:** Provides immediate supervision to the Assistant Road Managers and Administrative Road Department staff

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Certification in Incident Command Structure categories
- Comprehensive knowledge of Civil Engineering terminology, theories, principles, and practices
- Comprehensive knowledge of management theories, principles and practices as applied to administration of large-scale diverse operations
- Considerable knowledge of County policies, procedures, and ordinances governing road and drainage design and construction
- Considerable knowledge of planning, forecasting, and budgeting techniques
- Considerable knowledge of County policies, procedures, codes, and ordinances pertaining to Road Department projects and activities
- Considerable knowledge of local, state, and Federal regulations affecting Road Department projects.
- Considerable knowledge of research methods and techniques
- Some knowledge of the regulations and requirements regarding grants and federal funds
- Ability to plan, direct, coordinate and assign the activities of management level employees performing a variety of duties
- Ability to develop and implement administrative plans, policies, and procedures for Road Department projects and activities
- Ability to communicate effectively, both orally and in writing and perform complex problem analysis
- Ability to develop alternative solutions to problems, to evaluate courses of action, and to reach appropriate decisions
- Ability to read and interpret policies, procedures, codes, regulations and ordinances which relate to Road Department projects and activities
- Ability to read and interpret complex engineering reports related to road and drainage programs
- Ability to read and interpret construction plans/specifications and prepare detailed statistical reports
- Ability to establish and maintain effective working relationships
- Ability to utilize the highest level of interpersonal skill in order to understand, select, evaluate, develop, and motivate people at any level within or outside the organization
- Good computer skills including but not limited to Word and Excel

**ADDITIONAL REQUIREMENT:**

Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

*These knowledge, skills, and abilities are usually, although not always, acquired through the completion of at least four (4) years of managerial or administrative experience in planning and directing Road and Drainage programs and services; at least two (2) years of supervisory experience, which includes supervision of management level personnel. Equivalent combinations of education and experience will be considered.*

**SALARY RANGE:** Minimum of \$80,000

## PHYSICAL REQUIREMENTS:

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles	✓	
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.	✓	
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor	✓	
Work involves climbing or running	✓	
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a long period of time	✓	
Work involves considerable physical exertion of the whole body over a long period of time	✓	
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps	✓	
Work involves hearing and understanding conversation or sounds	✓	
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	

## WORK ENVIRONMENT:

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)	✓	
Work Near Moving Mechanical Parts	✓	
Work in High, Precarious Places	✓	
Fumes or Dust	✓	
Toxic or Caustic Chemicals	✓	
Extreme Heat (non-weather over 90° F.)	✓	
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	✓	
Loud Noise (e.g., jackhammer, heavy motorized equipment)	✓	