



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 01/01/2005;01/01/06,01/01/07*

JOB TITLE: Manager

DEPARTMENT: Public Works
 South District

FLSA Status: Exempt

HOURS: 7:00 a.m. – 3:30 p.m.

SALARY RANGE: \$19.99 - \$30.04 / hour

LEVEL: 24

Serves as principal assistant to and reports to the Director of Public Works. Oversees the South District road, bridge, and drainage functions.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Effectively manages the department, projects, and budgets of the South District camp. Establish and implements procedures and programs.
- Supervises, trains, evaluates and coordinates activities of assigned employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent.
- Ten (10) years of experience in road, bridge, and/or drainage maintenance, plus three (3) years of supervisory experience is preferred.
- B.S. Degree in a related field will substitute for four (4) years experience.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principals.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift at least 50 pounds.