



ASSISTANT DIRECTOR - COUNTY ROAD ENGINEER

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	7/7/2023 3:32:52 PM
Working Title:	ASSISTANT DIRECTOR - COUNTY ROAD ENGINEER
Job Family:	Executive Leadership
Classification:	Assistant Director

ORGANIZATION

Department:	Public Works
Cost Center/Program:	1011 - County Road Administration
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The Public Works Assistant Director - County Road Engineer leads and manages the Road Division of the Public Works Department, including Roads Engineering, Transportation/Traffic Operations, and Road Maintenance. This position also serves as the Assistant Public Works Director for the Roads Division, which includes approximately 150 full time employees and a \$40+ million annual budget.

The County Road Engineer ensures that all Road Division activities comply with County Road Administration Board (CRAB) Standards of Good Practice, state law, and County code. Key responsibilities include managing the County Road Fund; setting engineering and design standards for transportation facilities; developing and updating policies, ordinances, and procedures; and representing the Road Division on state, regional, and local committees. The Engineer regularly interfaces with the Board of County Commissioners and represents the Department in public facing settings, including community discussions. The community is considered a core customer of Road Division services.

Near term priorities include addressing revenue needs for system preservation, strengthening staffing across engineering, construction, operations, and maintenance, and shaping the organization to meet service expectations in a rapidly growing, urbanizing environment.

Work is performed under broad direction from the Public Works Director, with substantial independence in technical and administrative decision making. Performance is reviewed through reports, meetings, and evaluation of results, achievement of objectives, and adherence to budget.

Provides Road Division and County representation on planning, engineering, maintenance, and multimodal transportation issues.

This is an at will appointed position.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
As a certified professional engineer, fulfills the statutory duties of the County Road Engineer in compliance with County Road Administration Board (CRAB) Standards of Good Practice and applicable state law. Manages the prioritization, allocation, and execution of the County Road Fund, and forecasts and monitors revenues and expenditures to support capital improvement projects while sustaining the County's priorities for road system preservation, maintenance, and operations.	30%
Provides leadership and direction in the development of short- and long-range transportation plans and objectives for Road Division capital improvement programs. Responsible for development and delivery of the Annual Road Construction and 6-Year Transportation Improvement Programs.	30%

Essential Functions

Essential Function	% TIME
<p>Provides oversight and direction of the traffic safety, bridge inspection, and fish barrier removal programs.</p> <p>Manages Road Division operations and maintenance programs to preserve and sustain a safe and reliable County road system within budget and available resources. Oversees the development of divisional workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.</p>	20%
<p>Provides for the supervision, training and development of leaders and staff in order to make full use of individual capabilities and to meet changing departmental demands. Evaluates the work of assigned staff, manages the hiring of new employees, assignment and transfer, discipline, and termination within established collective bargaining agreements, work rules and performance standards. Assists in the administration of labor contracts, in the formulation and implementation of labor relations policy, and recommendations for contract negotiations.</p> <p>As an executive leader, supports the Director in developing and implementing departmental strategic goals, policies, and procedures. Coordinates Road Division activities within the department and collaborates with other County departments and external agencies. Develops, refines, and adjusts programs, strategies, and operating practices to carry out the objectives of the Director and the Board of County Commissioners. Represents the Department and County on strategic committees, special-purpose groups, and boards, and serves as a primary liaison to the Board of County Commissioners on road-related issues. The County Engineer is expected to regularly engage with the elected Board and represent the Department in public-facing settings.</p>	10%
	10%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned
<ul style="list-style-type: none"> Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	from an accredited university in a related field.		
Bachelor's Degree	Civil Engineering or related field	Required	or
Master's Degree	Civil Engineering or related field	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
10+ years	of progressively responsible professional experience in a relevant discipline.		
3 years	of managerial or supervisory experience.		
10+ years	of progressively responsible professional experience in engineering, planning, design, construction, operations and maintenance of public or private transportation facilities	Required	
3 years	Supervisory Experience	Required	
	Experience with WA State County Road Administration Board Standards of Good Practice	Preferred	
	Experience with WA State DOT Local Agency Guidelines and WSDOT Standard Specifications for engineering and construction services	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
Professional Engineer (PE) License		Upon Hire	Required
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

Equivalency

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
WSDOT Standard Specifications	Medium
Manual of Uniform Traffic Control Devices	Medium
Local Agency Guidelines Manual	Medium

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment	
Remote Employment Type:	Flexible Hybrid – Predetermined by Management
Remote Employment Text:	Remote work may be performed on an occasional basis with prior approval from management. All remote work arrangements must support business needs and comply with departmental policies and expectations.

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Walking on Uneven Terrain	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets and shelves
Bending at the waist Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets and shelves
Stooping		
Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Accessing files, office supplies and equipment

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
	less than 30 minutes per shift.	less than 30 minutes per shift.	
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	computer screen
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	Office environment
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	professional/semi professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions - with little or no direction		
Memory - Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:

Tools, Implements Used:

Special Knowledge, Skills and Abilities:

Respirator Use Required (other than nuisance dust mask). Describe:

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