



## Job Description

### JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Job Family:	Executive Leadership
Classification:	Director

### ORGANIZATION

Department:	Public Works
Exemption Status:	Exempt
Union:	Not Represented

### JOB SUMMARY

Under broad direction and oversight from the Board of County Commissioners, the incumbent in this position plans, organizes, and directs the operations of the Roads Engineering, Operations and Maintenance, Transportation Planning across the County Road System. Directs the development, construction, operations and maintenance of the County Sewer Utility, Stormwater Utility and Solid Waste programs to assure the effective delivery of County essential services and infrastructure. Directs the development and delivery of County Public Building projects as well as the Facilities Maintenance of County administrative facilities, Courthouse, and Detention Centers. Also responsible for Fleet Management and equipment services for the County fleet of vehicles and equipment. As an American Public Works Association (APWA) Accredited Agency and recognized leader in the delivery of Public Works services, the Director is responsible to ensure APWA standards of practices are sustained while delivering quality, cost-effective services and infrastructure. As the leader of over 350 full-time staff and annual operations and capital programs of over \$150 million, the Director provides oversight of the planning, budgeting, management and delivery of diverse essential services. The Director serves as chief staff advisor to the Board of County Commissioners and various other departments and agencies on all public works related matters in the County. This appointed position is at-will and the incumbent's continued employment with the County is at the discretion of the Board of County Commissioners. The appointment may be revoked at any time with or without cause and without right to appeal.

### JOB FUNCTIONS

#### Essential Functions

Essential Function	% TIME
Fiscal - Directs and coordinates department activities to operations to achieve goals within budgeted funds and available personnel. Prepares and justifies departmental budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Directs the coordination of department activities with other governmental agencies. Monitors all fiscal operations of the department; approves all department expenditures. Supervises the purchase and acquisition of supplies and equipment.	20%
Management - Responsible for division heads/managers and indirectly for over 350 professional, technical, clerical, and skilled employees. Provides managerial leadership and directs the selection, supervision, and evaluation of staff. Establishes work rules and performance standards. Conducts or oversees performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands. Administers labor contracts and personnel rules at the department level. Resolves employee grievances and recommends the formulation and implementation of labor relations policy. Serves as member of the management team for labor contract negotiations.	30%
Compliance/Application of Policy and Law - Reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations. Oversees the enforcement of County ordinances and appropriate State, Federal laws, codes and regulations applicable to area of	10%

## Essential Functions

Essential Function	% TIME
assignment. Establishes and implements policies, procedures, safety requirements and standards for the efficient and effective operation and maintenance of assigned functions.	
Goals/Planning - Provides planning leadership and direction and develops short and long-range plans, goals, and objectives for department operations in alignment with the County Comprehensive Plan. Reviews and updates annually, Department goals, budgets, and capital improvement programs. Ensures the APWA re-accreditation documentation and practices are continuously up-to-date.	10%
Coordination - Coordinates departmental activities with other County departments and outside governmental agencies. Successfully coordinating projects across multiple county departments, building consensus among diverse stakeholders, and effectively engaging with senior county leadership.	5%
Program Administration/Project Management/Organizational - Interprets and prepares data for studies, reports and recommendations. Reviews and analyzes which programs and /or major project proposals should be initiated, dropped or curtailed and the costs and timing involved. Oversees the reviewing of final payment requests from contractors to assure work was completed according to standards and within the planned budget and approves for payment; makes field inspections to determine work progress and compliance. Analyzes and recommends improvements to existing facilities, equipment and operating systems of the department. Analyzes trends and operations for adequacy of service. Directs the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations. Confers with Assistant Directors, Senior Program Managers and staff on problems related to programs and activities, furnishing administrative and technical advice and support. Confers with the Board of Commissioners to develop program emphasis and major department policies, budgetary allotments, staffing levels and department procedures.	20%
Service to Others - Responds to the most sensitive or complex inquiries or service complaints. Directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Provides Public Works Department and County representation regarding County Public Works related issues on various committees and before special interest groups and other community groups.	5%

## Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	<input checked="" type="checkbox"/>
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## QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in civil engineering, business, or public administration, or closely related field, from a college, university or school accredited by an agency recognized by the US Department of Education.	Required	
Master's Degree	in engineering, public administration, or closely related field, from a college, university or school accredited by an agency recognized by the US Department of Education	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
10+ years	in the planning, development, design, construction, operations and maintenance of public buildings and infrastructure providing essential public services; development and management of public financing of capital projects and operations	Required	
5 years	in managing and supervising large, diverse teams of engineers, operators, maintenance workers, scientists, and financial professionals.	Required	

## Licenses and Certifications

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

## Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

## 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.	
Principles and practices of civil engineering as applied to public works projects.	
Association of Public Works Accreditation process.	
Principles, practices, and methods of public works administration.	
Management and supervisory principles and practices including program planning, budgeting, grants, direction, coordination and evaluation.	
Application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.	
Principles, practices and standards of public administration.	
Practices and principles of government fiscal management, including budget preparation, expenditure control, grant writing, and record keeping.	
Research and statistical analysis methods and techniques.	
Information system principles and computer applications including word processing and spreadsheet software commonly used in public works programs.	
Community economics, geography, demography, community design, community organization, and other similarly-related planning subject matter.	
Research methods and techniques applicable to strategic planning and organizational development.	
Use of software including Microsoft Office Word, Excel and Outlook.	
Accountability, Professionalism and Initiative - Appear for scheduled work with regular, reliable and punctual attendance. Work over 40 hours in a week and holidays and weekends, as needed.	
Application of Policy and Law – Understand and consistently apply relevant laws, regulations, resolutions, ordinances, codes, rules, policies and procedures. Ensure the department is in compliance.	
Service to Others/Building Successful Relationships – Establish and maintain effective working relationships at all organizational levels, with advisory boards, other agencies and the general public. Effectively respond to and reconcile competing interests of human service divisions, community organizations, and public representatives as they affect human service operations.	
Communications - Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Conduct effective meetings, hearings, investigations, and interviews.	
Conflict Management – Remain objective in sensitive situations and maintain constructive working relationships while seeking conflict resolution.	
Problem Solving - Analyze and evaluate department operations, applying judgment and discretion in resolving problems and interpreting policies and regulations.	
Decision Making - Apply judgment and discretion in making strategic decisions and taking action affecting human service programs, operations and staff.	
Productivity and Quality Output- Gather, analyze, evaluate, and prepare clear and concise reports or recommendations. Create high quality work product.	

Negotiation – Effectively work with others to achieve delivery of services through contractors. Understand interests and actively strive to achieve agreements or resolve differences in a timely manner.	
Employee Supervision – Set work priorities and train, direct, motivate and evaluate the work of staff. Provide timely, effective, objective, fair and constructive feedback.	
Leadership – Delegate responsibilities and empower associates to take action within delegated responsibilities ensuring their understanding of assignments.	
Organizational Awareness – Interpret and maintain organizational vision and values when making decisions, recommendations and taking operational action. Understand and maintain sensitivity to interests of multi-agency partners.	
Planning- Develop, prioritize, balance and complete long and short term goals. Develop related departmental projects, budgets, and objectives. Leverage resources and coordinate with internal and external partners to achieve goals.	
Program Administration- Develop and maintain effective financial management and other systems to support program goals.	
Time Management - Effectively plan and organize work and complete tasks within prescribed timeframes.	

## Remote Employment

Remote Employment Type:	Remote Optional – Based on business operational needs
Remote Employment Text:	

## 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		
Walking on Uneven Terrain		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
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		
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		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

## Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

## Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

## Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

## 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			
Reaching at shoulder level			
Reaching below shoulder level			
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			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
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		

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
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		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
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:	

## PRE-EMPLOYMENT EXAMS

## POST-EMPLOYMENT