



JOB DESCRIPTION

<i>Title</i>	Public Works Director	<i>Created</i>	Jan. 2012
<i>Department</i>	Public Works	<i>Revised</i>	
<i>Job Class</i>	M 10	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Administer, plan and direct the functions of the Public Works Department including traffic control, design and construction engineering, road and equipment maintenance and other related public works functions, including bridges, water and wastewater systems, land acquisitions, county parks and fisheries programs. The director is also responsible for public works capital improvement projects. Fosters cooperative working relationships among county departments, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the County Manager in areas of expertise, and performs related work as required.

Essential Functions

- Assume full management responsibility for all Public Works Department services and activities, including the maintenance and operation of wastewater system, storm water, drainage, roads and fleet as well as, Parks and Public Works capital improvement projects.
- Develop, direct and coordinate the implementation of goals, objectives, policies, procedures and work standards for the department within county policy, administer budget, maintain service and staffing levels.
- Manage and participate in the development and administration of the department's annual budget and capital improvements budget, direct the forecast of additional funds for staffing, equipment, materials and supplies. Daily monitor the budget and approval of expenditures.
- Select, train, motivate and direct department personnel; evaluate and review work performance, work with employees to correct deficiencies.
- Contribute to the overall quality of the department's service by developing, reviewing and implementing policies and procedures in accordance with legal requirements.
- Continually monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Recommend changes as needed.
- Evaluate the need for and develop plans and schedules for long-range Public Work maintenance and capital improvement programs.
- Review the design, material and process proposed in connection with new construction or major repairs and prepare and present for Board of Commissioners consideration.
- Oversee development of consultant requests for proposals for professional services and the bidding process, evaluate proposals and recommend project award; negotiate contracts and monitor progress and payments after award.
- Represent the department by attending various local, regional, state and federal committees.
- Explain and interpret departmental programs and assist to resolve significant and controversial



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issues.

- Conduct department organizational and operational studies and investigations. Recommend modifications as needed.
- Monitor changes in laws, regulations and technology that may affect the county or departmental operations; implement policy and procedural change as required and approved.
- Prepare, review and present staff reports, various management and information updates and reports on special projects as assigned by the County Manager.
- Respond to difficult and sensitive public inquiries and complaints and assist with the resolution and alternative recommendations.
- Negotiate land acquisition agreements between county and property owners, other jurisdictions, to arrive at acceptable terms for both parties.
- Consult with/assist engineers in development of specifications and plans; coordinate personnel and equipment needs of department sections.
- Confer with County Manager concerning administrative and policy matters and public requests for road maintenance and construction.
- Respond to public inquiries, concerns and complaints regarding Public Works Department activities.
- Develop and implement safety training program for employees. Process various permits, involving on-site assessments of areas involved. Maintain work areas in a clean and orderly manner.
- Follow all safety rules and procedures established for work areas.
- Other duties as assigned.

AUXILIARY FUNCTIONS OF POSITION: In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Operations Plan, for which prior preparation or cross training may occur in an occasional "table- top" exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Mandatory Qualifications

Broad knowledge of public works functions, engineering principles and practices as applied to construction, maintenance and operations, and management thereof. Bachelor's Degree in civil engineering or related field. Over seven years' experience in professional public works positions, some of which must have provided supervisory experience. Must possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Certified Professional Engineer.



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Physical Demands

Majority of tasks involve minimal physical demands, such as moving boxes, files, equipment, etc., typically weighing less than 20 pounds. Work in the field may necessitate the movement of materials in excess of 60 pounds on rare occasion.

Working Conditions

Usual office working conditions. Field work will expose position to all weather conditions and a wide variety of terrains.

Supervisory Responsibility

Responsible for at least 25, seldom more than 50 persons.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.