

**FRANKLIN COUNTY CLASSIFICATION DESCRIPTION  
COUNTY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR**

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**TITLE:** County Engineer/Assistant Public Works Director

**DEPARTMENT:** Public Works Department/Engineering

**REPORTS TO:** Public Works Director

**SUPERVISES:** Road Superintendent, Design Engineer and indirectly, subordinates to these positions

**GRADE:** 20

**SUMMARY:**

Plans, organizes and manages county road/public works activities and responsibilities in Franklin County including the design, construction, operation, and maintenance of roads and drainage systems. Maintains communication with the Board of County Commissioners. Communicates and coordinates with the Public Works Director with respect to administration, budgetary, and labor/employee issues relating to the Public Works Department.

**EXAMPLES OF JOB DUTIES:** *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Assists the Public Works Director in directing operations to achieve goals within budgeted funds and available personnel by managing various operation and activities: plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in a safe, efficient and timely manner.

Provides managerial leadership and directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides training and motivation reinforcement to make full use of individual capabilities and to meet changing system demands.

Assists in establishing policies, procedures, work rules, safety requirements, and performance standards to assure the efficient and effective operation of all Public Works accountabilities by drafting documents in compliance with County standards and federal, state, and local laws and implementing and maintaining same.

Monitors all fiscal operations of the department; prepares and administers the budget based on staffing and resource requirements, cost estimates, and County objectives and goals. Approves, monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Assists the Public Works Director in directing the negotiation and review of department

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contracts.

Provides planning leadership and direction and develops short and long-range plans, goals, and objectives for the Public Works function; assists in coordinating department programs with other departments and outside agencies.

Serves as County Traffic Engineer in accordance with State law; identifies and directs the correction of traffic hazards on road systems, assuring compliance with all applicable laws, regulations, and legal requirements.

Confers with Public Works Director on proposals and problems related to County Road and Public Works operations; provides technical advice as necessary.

Directs the preparation and administration of plans, specification and estimates for contracted or County force construction and/or maintenance projects; monitors progress reports; approves change orders; authorizes progress payments and recommends acceptance of final project to the Board of County Commissioners.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Directs the resolution of inquiries, complaints, or problems, or emergencies affecting the availability or quality of operations and services. Responds to the most sensitive or complex inquiries or service complaints. Makes presentation regarding County Road and Public Works activities.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of practices, principles, and procedures of road and drainage systems and related local, state, and federal rules and regulations.

Thorough knowledge of modern principles and practices of management and supervision.

Knowledge of public contract and funding application procedures and contract negotiation.

Knowledge of legal requirements, regulations and laws applicable to area of assignment.

Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, grant writing, and record keeping.

Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.

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Ability to develop departmental goals and objectives and to conduct and implement planning activities.

Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.

Ability to establish and maintain effective working relationships with employees, County Commissioners, other agencies, and the general public.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Civil Engineering or related field; Master's degree preferred. Five years of professional level experience in the design and construction of roads and bridges, water and sewer, traffic engineering, and public administration; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

- Valid Washington State Driver's License
- Registration as a Professional Engineer in the State of Washington
- Insurability by the County's insurance carrier