



MASON COUNTY ENGINEER/DEPUTY DIRECTOR  
Public Works Department  
Posting #17-30

MASON COUNTY EMPLOYMENT OPPORTUNITY

**Open:** August 7, 2017

**Close:** September 1, 2017

**Department:** Public Works Department

**Monthly Salary:** \$7,202-\$8,553

**Job Summary**

Plans, organizes and directs the engineering and road maintenance activities within Mason County Public Works including design, construction, inspection, surveying, right-of-way acquisition, environmental permitting, budgeting and reporting. Also responsible for management of the Equipment Rental and Revolving Fund activities, including vehicle/equipment fleet operations. Acts on behalf of the Public Works Director in his/her absence.

**Examples of Duties**

Responsible for the day to day administrative operation of the engineering, maintenance and ER&R programs of the Public Works Department including preparation of budget, approval of vouchers or delegation to senior managers, coordinating and addressing public concerns, coordinating with other county departments, attendance of commissioner briefings and meetings, staff meetings, staff training and performance evaluations and addressing personnel issues. Responsible for road maintenance activities. Responsible for the engineering and construction program including developing and implementing the Annual and 6-year Transportation Improvement Plans. Responsible for establishing the rental rates for the Equipment Rental & Revolving Fund and oversight of the purchase of equipment and materials to support the engineering and road maintenance programs as well as other County departments. Responsible for the transportation program including maintaining the county road log, traffic counts and accident data, traffic studies, road vacations, pavement management and reporting to the County Road Administration Board (CRAB). Responsible for the countywide bridge inspection program including documentation, reporting budgeting and funding for bridge replacement and repair. Responsible for responding to road and transportation emergencies, road closures and restrictions, detours and speed limit changes. Responsible for ensuring that new developments and utilities meet engineering code requirements and standards. Responsible for Skokomish Valley Flood Control Zone District. Participates in County/Union labor negotiations as Public Works management representative. Shows initiative and leadership in performing job functions, and performs related work as required.

**Education and Experience** Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor of Science degree in civil engineering or closely related field. Ten years of progressively responsible engineering and management related experience required; minimum of five years senior level engineering, management, and supervisory experience.

**Licenses Required**

Valid Washington State drivers' license and registration as a Professional Civil Engineer in the State of Washington.

**APPLICATION AND SELECTION PROCESS**

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. Only candidates selected for interviews will receive notice of final selection. Please read the reverse side for additional information. *This selection process may be subject to change.*

**Return Applications to:** Mason County Human Resources

**Mailing Address** - 411 North 5<sup>th</sup> Street, Shelton, WA 98584

**Physical Address** - 423 North 5<sup>th</sup> Street, Shelton, WA 98584

[humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us) Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

**This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.**

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us). Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Union Affiliation** – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.