



DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE DIRECTOR

210 WEST ALDER
RITZVILLE, WASHINGTON 99169
(509) 659-3276

Assistant - Director of Public Works / County Engineer

Reporting to the Director of Public Works and/or County Engineer the Assistant will manage the activities and operations of the Public Works Department, including engineering, fleet and maintenance divisions and solid waste. The Assistant will coordinate assigned activities with other departments and outside agencies and provide highly responsible and complex administrative support to the Director and/or County Engineer. Additional duties include:

- Assist in the development and implementation of departmental goals, objectives, policies and priorities for each division assigned.
- Establish, within county policy, appropriate service; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plan and coordinate, through subordinate level staff, the Public Works Department's work plan; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
- Attend and participate in professional group meetings, and stay abreast of new trends and innovations in the field of public works.
- Serve as a member of the County's leadership team.
- Participate in the development of the department budget.
- Develop work plans to support and implement annual department and County goals.
- Assume the duties of the Director or County Engineer in their absence.

IDEAL CANDIDATE PROFILE

The ideal candidate will have a good "on the ground" knowledge of public works operations and has the ability to assist the department in reaching the next level through teamwork and coordinating efforts. The new assistant will have an approachable and friendly attitude toward the public and strive to build new partnerships.

Management Skills

The ideal candidate will be a successful public works supervisor familiar with all facets of public works, and will have a proven track record of project management experiences. The new assistant must be a team builder who can instill pride, and develop an atmosphere of support where employees are encouraged to try new approaches and solutions to problems. The new assistant should exhibit a strong customer service focus and excellent interdepartmental collaboration to ensure a team environment within the department and across departmental lines.

Communications Skills

The ideal candidate should exhibit an open, honest, straightforward communication style. The County seeks candidates who are able to effectively express recommendations and ideas through excellent oral and written communication to a wide variety of audiences, such as superiors, staff, community groups, and other boards and committees. The new assistant should be politically savvy and skilled in establishing and

maintaining effective working relations with co-workers, other county employees, representatives from other city, county, state and federal agencies, and the general public.

Personal Traits

The successful candidate will be considerate and even-tempered, bringing an energy and enthusiasm to the position, as well as a flexible “can-do” attitude. The Assistant will demonstrate personal and professional integrity.

Education & Experience

The ideal candidate will have an associate degree or higher in civil engineering, or a closely related field, be enrolled as an EIT and have 4 years of progressively responsible engineering work experience involving a variety of assignments associated with Public Works. Current registration as an Engineer in Training or PE, Civil is highly regarded.

Combination of education and experience may be substituted as long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.

Compensation & Benefits

- **\$56,127 starting salary DOQ**
- Pay range up to **\$74,779** dependent upon seniority and performance
- Washington State PERS retirement
- Medical, dental and vision coverage - employee
- Life insurance
- Paid vacation, sick leave and holidays

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: Assistant Public Works Director/County Engineer
Department: Public Works

Position Number: 1114
EXEMPT
Management
M1 with EIT Registration
M2 with PE Registration

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 This position is responsible for administrative and professional engineering work, assisting in the direction and operation of the Public Works Department.
- 1.2 Persons in this position are responsible for assisting the Public Works Director and the County Engineer in scheduling and supervising all work within the engineering and maintenance division of the Public Works Department. The position will act for the Department in the absence of the Director and County Engineer.

2.0 SUPERVISION RECEIVED

- 2.1 Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision and guidance are received from the Director and the County Engineer.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position normally supervise and coordinate the work of the engineering division supervisors and staff. Acts for the Public Works Department in the absence of the Director and the County Engineer.
- 3.2 This position is allowed considerable freedom to act in making decisions. Time constraints do not allow a complex level of authority. In the absence of the Director and County Engineer this position has the authority to authorize vacations, sick leave, leaves of absence, and initiate disciplinary actions. After concurrence with the Public Works Director, the position has authority to hire or terminate.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Assists the Director and/or the County Engineer in:
- Preparation of the department budgets;
 - Development and monitoring of state and federal construction projects;
 - Preparation of cost estimates, statistical data and narrative reports as required;
 - Performs civil engineering functions as required;
 - Design, procedures and implementation of departmental financial systems;
 - Development of methods, procedures, records and reports relative to county road operations;
 - Development of equipment specifications and review of internal rentals rates for the departmental fleet;
 - Performing need facility management practices as needed.
- 4.2 Supervises technical personnel in the office.

- 4.3 Oversees and inspects construction projects.
- 4.4 Assumes the duties of the Director or County Engineer as needed.
- 4.5 Performs other related duties as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Knowledge of engineering, surveying, and inspection procedures.
- 5.2 Ability to:
 - Plan, supervise, and evaluate work of subordinates;
 - Develop construction cost estimates meeting design criteria;
 - Prepare clear and concise written reports;
 - Communicate effectively with county staff, personnel, contractors and the general public;
 - Ability to use or direct the use of a computer terminal and related software, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired;
 - Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports;
 - Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- 5.3 Demonstrated supervisory, administrative and managerial experience.
- 5.4 Ability to implement and maintain sound organizational practices.

6.0 MINIMUM QUALIFICATIONS

- 6.1 Associate Degree in Engineering or a related field; and,
- 6.2 Enrolled as an Engineer in Training; and,
- 6.3 Four years of progressively responsible engineering work experience involving a variety of assignments associated with Public Works; or,
- 6.4 Substituting college level course work in Civil Engineering or related engineering discipline for the experience to a maximum of 24 months;
- 6.5 Ability to successfully complete various training classes and obtain certificates.
- 6.6 Ability to read and interpret engineering plans and specifications.
- 6.7 Possession of a valid Washington State Drivers License.
- 6.8 Possession of a valid Washington State Flagging Card.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.1 Knowledge of Public Works practices and methods including current literature, trends and developments.

- 7.2 Knowledge of methods and equipment involved in engineering and land surveying and engineering and mathematical principles.
- 7.3 Registration with the State of Washington as a Professional Engineer Civil Engineer.

8.0 WORK ENVIRONMENT

- 8.1 While performing the duties of this job the employee usually works from an office. Some field supervision and travel may be required using a county vehicle in year round weather conditions including extreme cold and hot temperatures.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.¹

¹ Position created and Job Description adopted December 27, 2005 under Resolution No. R-109-05. Compensation established under Management Salary Schedule Matrix as M1. Non-Union/Exempt FLSA

Position modified August 10, 2011 to add two levels of classification and compensation – M1 with EIT Registration and M2 with PE Registration.

Adams County Department of Public Works

Employment

How to apply

Read the entire job announcement and supplemental questionnaire (if required). If you feel you are qualified for the position, apply in one of the following ways.

- Print the application packet in Adobe Acrobat PDF format from the Adams County Website www.co.adams.wa.us - Employment & Careers
- Request an application packet for the Ritzville Office at (509)659-3276 and it will be mailed to you. Submit the application by US mail, fax, or in person. The application **form MUST BE COMPLETED**. A resume in lieu of filling out the application is not acceptable.

Supplemental Questionnaire

Answers to the supplemental questionnaire, if included in the announcement, are required. A resume in lieu of answering the supplemental questions is not acceptable.

Other Requirements

Some job announcements require other materials to be submitted along with the application, such as driving record, license certifications, flagging card etc. Read the announcement very carefully to be sure you have met these requirements.

Application Deadline

All information required in the job announcement must be received in the Adams County Department of Public Works, Ritzville Office no later than the closing date listed in the announcement. Complete and submit in one of the following ways:

- FAX - Fax # (509)659-3295 - allow sufficient time for the materials to get to us before the closing date/time. You can call to confirm receipt at (509) 659-3276.
- In person - during business hours at our Ritzville Office - 210 West Alder, Ritzville WA. Mon-Fri - 7:00 am to 4:30 pm.
- US mail - allow sufficient time for the postal service to deliver your materials to us no later than the closing date/time. Department of Public Works, 210 West Alder, Ritzville WA.

Selection Process

- This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. The application **form MUST BE FULLY COMPLETED**. A resume only is unacceptable.

Application Status Notification

All applicants will receive notice at the mailing address listed on the application indicating the status of the position. Allow 4-6 weeks after the closing date to receive the notice. County personnel will contact applicants who may be invited to participate further in the selection process. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

ADAMS COUNTY, WASHINGTON
An Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT

Position applied for _____ **Date Available** _____

Instructions to the Applicant

Please complete this application after you have carefully read and understand the following instructions and information. A fully completed, signed employment application is required before you can be considered for employment. Other documents may be attached but cannot be substituted for requested information. If your application is not fully completed it will be returned. Provide the requested information by typing or printing in ink.

1. All questions must be answered truthfully and as completely as possible.
2. Applications will be accepted for current openings only. A separate application is necessary for each position for which you are applying and will not be accepted for subsequent openings of the same title.
3. If offered this position, you may be required to satisfactorily pass a physical examination, by a competent medical examiner designated by Adams County, that could include a drug screen. Additionally, an offer of employment may be conditioned upon your ability to satisfactorily pass a criminal background check to confirm you ability to be bonded, which for some positions is a requirement of employment.
4. Adams County offers equal opportunity for employment to all applicants without regard to race, creed, color, sex, marital status, age, national origin, sexual preference, or disability.
5. Complete and sign this application on the last page and return all required materials to the address indicated on the position announcement.

Personal Data

Last Name _____ First _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip Code _____

Home/Message Phone _____ Work Phone _____

Previous Address if at current location for less than 3 years _____

_____ How long _____

Name(s) of relatives employed by Adams County _____

Relationship _____ Where employed _____

Other names used while working or attending school _____

Are you a U.S. Citizen or does a Visa or immigration status permit lawful employment in the United States ? Yes ___ No ___

Will you work at any of our work locations ? Yes ___ No ___ Application is for, Full time ___ Part Time ___ Summer ___ Temporary ____, work.

Education and Training Record

Name of School or Course	Location	Dates		Degree/Major
		From	To	
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate or Management Courses	_____	_____	_____	_____
Apprenticeship Program / Other Training	_____	_____	_____	_____
Other Education or Training (Please use the same format as above) _____				

Employment Record

List all employment starting with the present or most recent; include self-employment and military service. **Attach additional sheets if necessary, use same format.**

Employer Name _____ Telephone () _____

Dates of Employment: From: ___ Month ___ Year To: ___ Month ___ Year

Address _____ City _____ State ___ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employer Name _____ Telephone () _____

Dates of Employment: From: _____ Month _____ Year To: _____ Month _____ Year

Address _____ City _____ State _____ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employer Name _____ Telephone () _____

Dates of Employment: From: _____ Month _____ Year To: _____ Month _____ Year

Address _____ City _____ State _____ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employer Name _____ Telephone () _____

Dates of Employment: From: _____ Month _____ Year To: _____ Month _____ Year

Address _____ City _____ State _____ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employment Record (CONTINUED)

<u>Company Name and Address</u>	<u>From</u>	<u>To</u>	<u>Your Title</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Special Skills / Licenses / Certificates

Please describe any equipment or machines you can operate and/or other special skills you have which relate to the position for which you have applied. Where appropriate identify the number of years operated or the length of time spent performing these tasks, i.e., computer skills, types of software used, copying or other production equipment, hand tools or heavy equipment.

Accreditations / Certifications / Professional Licenses

<u>Type of License/Certification</u>	<u>State</u>	<u>Number</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____

Describe any courses, activities (including volunteer work) and training you have which specifically relates to the position: _____

Foreign Languages you speak, if any: _____

Driver Information

Do you have a valid Washington State Driver's License? Yes _____ No _____

Driver's License Number _____ Expiration Date _____ Month _____ Year _____

Do you have a combination/intermediate endorsement or a Commercial Driver's License (CDL)? Yes _____ No _____

Do you have any department of Motor Vehicles imposed restrictions on your driving privileges? Yes _____ No _____

Number of moving (traffic) violations in the past 3 years: _____.

Have you been convicted of driving under the influence of alcohol, or a controlled substance in the last 7 years? Yes _____ No _____

Have you ever been convicted and/or forfeited bail in connection with an accident during the last 7 years? Yes _____ No _____

References

Please give Professional or Business acquaintances (not relatives or employers) who are familiar with your qualifications and whom we may contact.

Name _____ Telephone _____ Relationship _____

Address (City, State Zip Code) _____

Name _____ Telephone _____ Relationship _____

Address (City, State, Zip Code) _____

Name _____ Telephone _____ Relationship _____

Address (City, State, Zip Code) _____

PLEASE READ CAREFULLY

I hereby give Adams County and/or their recruitment agent the right to make a thorough investigation of my present and/or past employment, education, character and qualifications. I release Adams County and/or their recruitment agent, all previous employers and supervisors from all liability for any damages that may result from furnishing information to Adams County. I understand that any false answer or statements on this form or on other required documents may result in denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Adams County and myself for any term of employment or employment benefit or procedure. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon Adams County unless made in writing.

I understand that if employed, no company representative has the authority to make any oral or written agreements altering the employment-at-will relationship; either I or Adams County may terminate the employment relationship at any time with or without cause; I will abide and conform to the rules and regulations of Adams County.

If offered a job, I agree to take an employment physical examination, which may include tests for drug use, and that my employment is contingent upon obtaining satisfactory results. I further agree to such future examinations as may be required by Adams County.

I understand that, if an offer of employment is made and accepted, I will be required to provide proof of my identity and my legal right to work in the United States prior to beginning actual work for Adams County.

Signature _____ Date _____