

CLASSIFICATION:	Public Works Director
PAY RANGE:	S-11
BARGAINING UNIT:	Unrepresented - At-Will

SAN JUAN COUNTY POSITION DESCRIPTION

Position Title: Public Works Director

Date: March, 2011

Reports to: County Manager

Department: Public Works

FLSA Status: Exempt

Positions Supervised: Buildings & Grounds Manager, Utilities Manager, Road Operations Manager, County Engineer, ER&R Fleet Manager, Administrative Staff

BASIC FUNCTION: The Director is responsible for organizing, planning, managing, and directing all the Public Works functions of the County in the areas of Capital Facilities, Solid Waste, Road Maintenance and Construction, County Engineering, Equipment Rental and Revolving Fund, Stormwater Management, and Building and Grounds. The Director manages the overall public relations function for public works including coordination with other county departments, other governmental agencies, and the general public, and holds final accountability for administration of \$9 million Public Works Department Budget.

The Director is given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the County Manager

MINIMUM QUALIFICATIONS: A Bachelor's degree in civil engineering and five years of progressively responsible engineering and management experience involving a variety of assignments associated with public works activities or substituting, on a month for month basis, graduate level course work in public or business administration discipline for the desirable experience to a maximum of eighteen months, a Washington State Professional Civil Engineer License, and a valid Washington Driver license with a good driving record, OR any equivalent combination of education and experience that demonstrates the knowledge, skills and abilities to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:

- *1. Reports to the County Manager on department programs and activities and provides assistance to the County Council in formulating policies and making decisions on Capital Facilities, Buildings & Grounds, Solid Waste, Stormwater Management, Engineering & Road Construction, and ER&R.
- *2. Formulates guidelines and procedures to ensure standardization of department methods and work product.
- *3. Makes recommendations and advises the County Council and other County departments regarding Public Works and other matters; participates on various county committees; proposes new ordinances and modifications to existing ordinances.
- *4. Establishes labor, equipment, and capital improvement needs for the department's annual budget.

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- *5. Confers with and advises the County Engineer prior to the Engineer exercising his or her final authority.
- *6. Confers with County, State, and Federal Government representatives on various road engineering and related activities. Communicates daily with division managers to insure the installation, clarification, and execution of desired programs, work is performed under the general direction of the County Administrator and is reviewed through conferences, reports, and an evaluation of results obtained.
- *7. Evaluates field and office functions to determine the level of success in meeting departmental goals; institutes functional changes as needed.
- *8. Delegates prescribed responsibilities to division managers and support staff.
- *9. Manages assigned operations to achieve goals within budgeted funds and available personnel, plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities, and schedules as needed.
- *10. Supervises the work of subordinates; hires staff, provides for training and development, and evaluates performance.
- *11. Assures compliance with state laws and administrative code. Responds to public inquiries requiring interpretation of standards, policy, or state law.
- *12. Work with the highest ethical standards, in accordance with RCW 42.23.020-070, 42.17.310, 42.52 and the San Juan County Personnel Rules, providing courteous and timely service to the Council, County Manager, and citizens of San Juan County.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to occasionally calculate mathematics problems.

EQUIPMENT REQUIREMENTS:

Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Maps, aerial photos, measuring tools	1		x	
Vehicle	2		x	
Telephone	2	x		
Copy machine	.1		x	
Fax	.5		x	
Computer	4	X		

WORKING CONDITIONS: Work is normally performed in an office environment with visits to other departments and work sites. Requires frequent travel by small boat and small airplane. Requires intermittent work outside with exposure to weather conditions. Occasional evening and weekend work.