

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Director of Public Works

FLSA: Exempt

Department: Public Works

Union Affiliated: No

Reports to: Board of County Commissioners

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General Position Summary:

This position directs the operations, programs and services of the Department of Public Works and its divisions, which includes Engineering, Operations and Construction of Roads, Utilities, Solid Waste, Diking and also includes Equipment Rental and Revolving Fund and Motor Pool, and Administration. Directly supervises and oversees the managerial staff of each division under the Department of Public Works. Directs the research, development, preparation of the department and its divisions' budgets and presents it to the Board of County Commissioner (BOCC) for approval. Directs the budget oversight efforts and revisions. Develops and implements the strategic planning for the department and its divisions. Ensures the department and its divisions and complying and following established plans, department and county policies and procedures, and adherence to labor contract stipulations.

Essential Duties and Responsibilities:

1. Develop, propose, implement and oversee the plans and programs for the Department of Public Works (PW) and its divisions. Determine its mission and goals, core services and allocation of financial, human and capital resources. Develop and manage short and long term department and divisions goals and priorities.
2. Directly oversee the top managerial staff of all divisions. Conducts the hiring, training, counseling, evaluation, motivation and employee relations, and discipline of the managerial staff. Ensure effective and efficient supervisory performance of the managers over the staff in each division, oversee and approve hiring, discipline and terminations, and ensures compliance with labor contract stipulations.
3. Ensure adequate staff levels in all the divisions. Assess and coordinate staff training needs and ensures staff maintains mandatory certifications, skill and knowledge ongoing development.
4. Direct the development and implementation of policies, procedures and practices of each division. Ensure each division's performance to the established plans, goals and objectives.
5. Develop and oversee programs and activities involving community relations, community education and public information. Promote optimum customer service throughout the division and the manager's participation in community issues relevant to the department. Serve as the primary liaison to the public and the media in all matters pertaining to PW and its divisions.
6. Oversee the fiscal management including development and presentation of the department's operating budgets, monitoring revenues and expenditures, research and development of new funding sources, ensuring that all programs are within budget and as cost effective as possible.
7. Oversee accounting functions such as expenditure tracking, investments, compliance with Federal, State and Local requirements, grants, accounts payable and receivables, collections and other accounting functions.
8. Review and troubleshoot projects throughout their stages. Provide engineering assistance and consultation to Public Works' staff.

9. Ensure construction projects are designed and constructed to specifications, and according to recognized and modern engineering principals. Provide for long term planning and direction for maintenance and repair projects, ensuring quality and timely completion of project and programs. . Provide for long term planning and direction of the road and bridge construction programs.
10. Provide fleet management and oversight of the Equipment Rental and Revolving Fund and the Motor Pool. Analyze vehicle use, expense, and cost and make recommendations on purchase.
11. Attend, participate and represent Cowlitz County at meetings and conferences at local, state and federal level regarding projects, regulatory issues, legislation, and education. Review regulation and legislation changes to determine the implication for Cowlitz County.
12. Collaborate with managers to investigate citizen complaints, plan and initiate appropriate action to address or resolve the complaint.
13. Review and collaborate with managers prepare and overseeing contracts and contract work.
14. Attend and participate in regular meetings with the BOCC.
15. Conduct regular staff meetings. Promote staff's communication, interaction, sharing of knowledge, and propose improvement ideas and solutions.
16. Audit internal programs and processes to ensure outmost quality management. Develop and impalement innovative solutions and corrective actions.

Other Duties:

1. Perform other duties as assigned by the BOCC.
2. Perform the duties of subordinate managers as needed.

Minimum Qualifications:

1. Bachelor's degree and 8-10 years responsible management experience providing expertise in the direction of Public Works programs and/or Public Facilities or Director level experience may be substituted for the education requirement.
2. The ideal experience would provide a thorough knowledge of public works infrastructures such as transportation and wastewater treatment with exposure to other areas such as fleet management, solid waste management, and storm water management.
3. Possess, develop and maintain a comprehensive knowledge of the laws and regulations and program trends pertaining to Public Works programs and administration issues.
4. Possess and maintain a valid driver's license.

Required Skills and Abilities:

1. Possess a working broad based knowledge of civil engineering, engineering project management, and regulations governing public engineering projects, as well as the political process.
2. Knowledge of team and network building of community resources and services. Skilled at conflict resolution and negotiations.
3. Excellent oral and written communication skills. Skilled at public speaking in a variety of forums and diverse audiences.
4. Knowledge of public works issues, trends, political environment, and organizational structures. Knowledge of modern management and supervisory principals and practices. Able to provide clear and concise instructions, and see through its execution.
5. Develop and maintain effective working relations with department staff, local public and private agencies, state and federal agencies, subcontractors, community groups, the media, and the general public. Strong and effective public relations skills. Able to work well in a highly political environment.
6. Leadership skills to develop effective ideas/solutions and strategies to achieve goals. Lead and implement innovations.
7. Work well in a team environment as well as independently. Skilled at managing workloads and working in a multi-task environment with frequent interruptions.
8. Skilled at research and analyzing data, and arriving at logical conclusions. Prepare comprehensive reports and recommendations, implement decisions, audit outcomes and adjust accordingly.
9. Exercise judgement and discretion regarding sensitive or confidential matters.

Equipment or Tools:

1. Use and operate standard modern office equipment, including a personal computer with word processing, database and spreadsheet software.
2. Use and operate equipment and tools commonly used in the engineering trade as they relate to the required experience listed. Knowledge and familiarity with construction equipment.
3. Safely operate a motor vehicle.

Job Scope:

Level of Supervision Received:

Operate under minimum supervision, with higher supervision during special projects. Supervision is in the form of regular reports and review of outcomes.

Level of Supervisory Responsibilities:

Full supervisory and personnel management responsibilities. Conduct or oversee hiring, training, assignment of work and priorities, evaluation, discipline and termination.

Contact/Communication with others:

Extensive oral and written contacts and communications, both formal and informal. This includes phone, email, correspondence, reports, and face-to-face. Extensive technical report writing and engineering documentation. Contacts will occur with the public, department staff, other County staff, and local, state and federal agencies. Functions in both a leadership and a collaborative role with individuals at varying levels of expertise and experience.

Decision Making Capacities:

Extensive latitude in decision-making within the scope of the duties of the job. Make determinations regarding sensitive matters.

Working Conditions:

1. May require work hours in excess of 8 hrs./day or 5 days / week. Required to attend to meetings after regular business hours.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Observe, abide, and set example, of all county and department policies, goals, and objectives.
4. Able to work well and complete duties under stress, and deadlines, while attending to multiple duties simultaneously.
5. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.

| Physical Requirements | N/A | Rarely (1-12%) | Occasionally (13-33%) | Frequently (34-66%) | Regularly (67-100%) |
|--|-----|----------------|-----------------------|---------------------|---------------------|
| Standing | | | | x | |
| Walking | | | | x | |
| Climbing | | x | | | |
| Sitting | | | | | x |
| Stooping / Kneeling | | | x | | |
| Lift/Carry up to 15 lbs. | | | | | x |
| Lift/Carry up to 30 lbs. | | | | x | |
| Lift/Carry up to 50 lbs. | | | x | | |
| Push/Pull up to 25 lbs. of exertion | | | x | | |
| Push/Pull up to 50 lbs. of exertion | | | x | | |
| Work below waist level | | x | | | |
| Work at waist to shoulder level | | | | | x |
| Work above shoulder level | | | x | | |
| Reach further than arm's length | | x | | | |
| Fingering | | x | | | |
| Grasping / Holding | | x | | | |
| Talking | | | | | X |
| Hearing | | | | | X |
| Seeing | | | | | X |
| Work in confined spaces | | x | | | |
| Exposed to extreme temperatures | x | | | | |
| Operate tools or machinery (incl. office equip.) | | | X | | |
| Operate motorized vehicles/equipment | | | X | | |
| Work at heights balancing | | X | | | |
| Use/exposed to hazardous substances | | X | | | |

July 2007 June 2014

Oct. 2014

Last Revision _____ Department Head

_____ Incumbent

_____ Date