



## **PUBLIC WORKS DIRECTOR**

**\$92,936 - \$129,518**

*Plus Excellent Benefits*

*Apply by*

**May 19, 2019**

*(First Review, Open Until Filled)*

***PROTHMAN***



**WHY APPLY?**



Located in the rugged high desert region of north-central Nevada, Humboldt County encompasses everything from scenic snowy peaks to beautiful deserts plains. Vast elevation differences, wide-open spaces, and an exceptional climate allows Humboldt County to host an extensive range of outdoor activities including fishing, hunting, hiking, camping, rock climbing, skiing, snowmobiling, off-roading, gold-panning, and golfing. This oasis in the high desert offers a friendly community with a rich history, in a fast growing, yet slow pace, rural atmosphere. With small town charm, and big city services, Winnemucca is an ideal place to live, work, and raise a family.

This is an excellent opportunity for a talented public works professional to play a key role in enhancing a stable organization with dedicated employees. If you possess strong interpersonal and leadership skills, have an eye for opportunities to improve public services, and a passion for pursuing them, this is the right position for you!

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**THE REGION**

Created by the Utah Territorial Legislature in 1856, Humboldt County is the oldest county in Nevada and has a rich history full of Native American and Basque culture, along with hunting, fishing, trapping, farming, ranching, and mining. Bordered on the north by Oregon and by the neighboring Nevada counties of Washoe to the west, Pershing to the south and Lander and Elko to the east, the County offers its 17,200 residents and fortunate visitors some of the most diverse scenery, wildlife, and recreation in the state. The area's low-humidity climate brings over 225 days of sunshine and only 19 inches of snowfall each year.



Humboldt County's economy is primarily driven by agriculture, mining, and tourism. The County is located in the rich gold mining belt of the Western United States, offering access to one of the world's largest mining markets, and is the leading agricultural county in the State of Nevada with over 100,000 acres under cultivation. Wide-open spaces for recreation, and popular regional events ranging from rodeos to classic car and motorcycle gatherings to Basque and Native American festivals attract large numbers of visitors. As well, each year many visitors pass through and visit Winnemucca and Humboldt County on their way to Burning Man; a festival held in the Black Rock Desert in neighboring Pershing County.

The City of Winnemucca serves as the county seat, and only incorporated City in Humboldt County. Winnemucca is a local transportation hub sitting at the crossroads of Interstate 80 and Highway 95. Just 2 hours from Reno, NV, and roughly 5 hours to Salt Lake City, UT and San Francisco, CA, Winnemucca is a small town with large amenities while also offering residents easy access to big cities and major shopping opportunities. The community offers a state-of-the-art municipal airport, hospital and 36,000 square foot Boys & Girls Club, library, bowling alley, tennis courts, baseball fields, a 9-hole golf course, convention center, excellent school system, and Great Basin Community College which offers a wide range of degrees.

The Humboldt General Hospital is fully accredited and was extensively updated and expanded in recent years. Services include Memory Care, Cardiac Rehabilitation, and an EMS unit with a fleet of vehicles, helicopters, and more than 50 paramedics, EMS RNs, advanced emergency medical technicians, and emergency medical technicians. The Humboldt County School District serves approximately 3,500 students in 11 schools and has been recognized for their Distinguished Title I schools at the state and national level.

Humboldt County is proud of its low cost of living, rural lifestyle, and minimal traffic. The community has a versatile, skilled, and educated labor force that enjoys a friendly community, modern infrastructure and connectivity, numerous family amenities, and an excellent quality of life.

**THE COUNTY**

Humboldt County is the fourth-largest county by area in Nevada, covering 9,626 square miles. Humboldt County is governed by a five-member Board of Commissioners serving four-year terms. The County Manager is the administrative arm of the Humboldt County Board of Commissioners and serves as liaison between the Board of County Commissioners and elected and appointed department directors, other governmental jurisdictions, community and business groups, employees and county customers. The County employs approximately 210 FTE's and operates on a 2019 budget of \$39.8 million, including a \$19 million general fund. County departments include: Assessor, Building, Child Support, Comptroller, County Clerk, County Manager's Office, District Attorney, Human Resources, Human Services, Justice Court, Library, Planning & Zoning, Public Administrator and Guardian, Recorder, Sheriff, Treasurer, and a TV District.

**THE DEPARTMENT & POSITION**

Operating on a 2019 budget of \$4.5 million with 20 FTE's, the Humboldt County Public Works Department consists of a Roads Division and Utilities Division.



The Roads Division maintains and preserves the transportation and drainage infrastructure throughout the unincorporated portion of Humboldt County. This infrastructure includes roughly 1,000 miles of paved and gravel roads, as well as an extensive network of storm water draining ditches. The division also supports commerce, tourism and area transportation requirements by performing a variety of other road related tasks such as snow plowing, street sweeping and weed abatement along roadway. The Utilities Division ensures the treatment, delivery and availability of high-quality drinking water for our rural communities outside of the City of Winnemucca, Humboldt County seat. The Public Works Department operates with a Road Fund of \$4,121,445. The County also recently inherited 4 utilities due to Nevada Board term limits. These funds are broken down into a Paradise Sewer fund of \$33,837, a Golconda Water fund of \$82,578, a McDermitt Sewer fund of \$155,649, and a McDermitt Water fund of \$122,915. Humboldt County is involved in getting legislation passed which will allow the utility boards to reestablish control of the utilities.

Under the direction of the Humboldt County Board of Commissioners and the County Manager, the Humboldt County Public Works Director serves as the head of Roads, Bridges, Solid Waste Management (Regional Landfill), Water Sources, Gravel Sources, Equipment Fleet Maintenance Shop and Maintenance, Water Distribution and Treatment, Waste Water Treatment, Parks, Denio Airport, and other public works services for Humboldt County. The Director also performs a variety of developmental oversight and supervisory functions as well as personally performing or overseeing unskilled, semi-skilled, and skilled construction, repair, and maintenance functions involved in the provision of various public works services.



**Responsibilities include:**

- Responsible for planning, organizing, monitoring, and overseeing the construction and maintenance of all public works services, and for ensuring the organizations utilities, roads, bridges, solid waste, Denio Airport, irrigation projects, parks, Equipment-Fleet Maintenance Shop and related facilities are maintained, operational, and in compliance with established specifications.
- Responsible for the proper testing and operation of all water and wastewater systems.
- Determines the need for repair and maintenance of existing public works facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources as required.
- Determines testing and quality control parameters and requirements on new construction public works projects including fleet specifications. Facilitates the bid documents to ensure compliance with NRS 332.
- Familiar with Standard Specification for Public Works Construction and Details (Orange Book) and Humboldt County Standard Specifications and ensures the minimum standards are met or exceeded.
- Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in public works operations.
- Responsible for developing and implementing safety standards for the operation of public works equipment and for the construction and maintenance of public works projects; ensures all public works staff are trained and adhere to safety standards.
- Responsible for the appropriate care and maintenance of all organization-owned or controlled public works equipment and facilities; develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
- Develops budget forecasts for funds needed for materials, supplies, equipment, and staffing for the public works functions; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.

- Supervises public works staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate, to assigned staff.
- Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the County Manager and/or the Board of Commissioners.
- Performs, instructs, and oversees staff in the more complex and difficult tasks encountered with public works projects and activities including, but not limited to, the, operation of specialized tools and heavy equipment.
- Effectively work with all levels of local, state and federal officials to ensure permit compliance, and a cooperative atmosphere through ROW acquisition, interlocal agreements, MOUs and mutually benefitting team efforts on projects within Humboldt County.

**OPPORTUNITIES & CHALLENGES**

**Alternative to Magnesium Chloride:** Of Humboldt County's 1000 miles of maintained roads, 900 miles are unpaved rural roads. While Magnesium Chloride effectively slows the loss of aggregate, reduces the need for costly regrading, and reduces dust, ice and snow buildup, the corrosive nature of MAG to vehicles has resulted in some residents asking for an alternative solution. The Public Works Director will research cost effective alternatives and work with county residents to develop a win-win situation.

**Recruitment and Retention:** The Public Works Department will see a number of retirements in the coming years. The Public Works Director will be in charge of attracting and recruiting quality employees in an environment with tough local competition. The ability to growing the department with limited resources, and experience evaluating sufficient staffing levels will be critical to this position.

**Federal Government:** Roughly 80% of Humboldt County is comprised of federally owned land, which most County roads are built. To succeed, the Public Works Director must have knowledge of the processes involved in obtaining grants and applying for permits and will be experienced in working with representatives from the Federal Government, Bureau of Land Management, and many other federal government agencies to develop and maintain positive relationships.

**Local Relationships:** The Public Works Department has established multiple local relationships including a cost-share agreement with the City of Winnemucca Public Works Department, and many overlapping projects with a variety of groups from the NDOT and NDEP to FEMA. As well, the Public Works Director works closely with the Board of Commissioners, County department directors and managers, and is actively in the field communicating with staff and residents. This is a very visible position in the community, where the Public Works Director is expected to maintain excellent communication with a variety of groups with different personalities and goals and show a level of common sense in handling many different issues at once.



**Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of methods, materials, tools, equipment, practices, and procedures used in construction and maintenance of public roads, water and wastewater lines, and other public works facilities and operations.
- Familiarity of proper operation and maintenance of equipment and vehicles used in public works.
- Extensive knowledge of measuring techniques, arithmetic calculations, budget preparation and administration, laws and regulations pertaining to public works, and proper use of PPE.
- Skill in personally operating or overseeing others in the operation of a variety of equipment and tools related to public works projects and operations.
- Ability to diagnose and repair malfunctions in public works operations, and understand and apply diagrams, blueprints, schematic drawings, and applicable codes.
- Experience accurately calculating realistic cost estimates for public works projects.
- Ability to work effectively under the pressure of deadlines, conflicting demands, and emergencies.
- Skill in communicating effectively both orally and in writing and establishing and maintaining effective working relationships with all levels of County staff, elected officials, and the general public.
- An understanding of the local community, economy, and rural aspect of Humboldt County.

**IDEAL CANDIDATE PROFILE**

**Education and Experience:**

Possession of a high school diploma or equivalent and five years of progressively responsible supervisory experience in water, wastewater, roadway, and grounds and facilities construction, operation, and maintenance, or any combination of training, education, or experience which demonstrates an understanding of and the ability to implement public works construction, operation, and maintenance functions is required. Candidates' experience should also demonstrate a fundamental knowledge of basic construction techniques, code requirements, safety measures, precautions, and hazards involved with public works construction and operations. While not required, candidates are expected to have or obtain a valid Nevada Class A driver's license with Tanker, Doubles-Triples endorsements, Water Distribution Operator II certification, Water Treatment Operator II certification, Waste Water Operator II certification and OSHA 30-hour certification.



## COMPENSATION & BENEFITS

- **\$92,936 - \$129,518 DOQ**
- Medical, Prescription, Vision and Dental coverage.
- Insurance stipend of \$904/month
- Vacation
- Sick leave
- 11 Holidays + 1 Floating Holiday
- Nevada Public Employees Retirement System (PERS)
- Deferred Comp Plan Available
- Tuition Reimbursement Program
- No Income Tax



Please visit:  
[www.hcnv.us](http://www.hcnv.us)

Humboldt County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 19, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. **To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided.** Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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