

JOB DESCRIPTION

Public Works Director

Public Works

POSITION INFORMATION

Job Number:	309	Union Status:	Non-Rep
Department:	Public Works	Classification Status:	Full Time
Division:	N/A	FLSA Status:	Exempt
Reports To:	County Administrator	Pay Range:	24
Working Title(s):	N/A		
Date Revised:	01/01/2020	EEO Code:	1

JOB SUMMARY

Your job in the department is to . . .

Administer, manage, create departmental policy, plan, and provide direction for the Public Works Department.

Your job also involves . . .

Performing or directing a wide variety of advanced technical and engineering tasks in the investigation, location, design and construction of road, bridge and building projects.

DUTIES & RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

*For each function, indicate the frequency each function is performed (D=Daily, W=Weekly, M=Monthly, Q=Quarterly, AN=As Needed). Estimate the distribution of total working time on an **annual** basis using percentages of not less than 5%. Total percentage of time must add up to 100%.*

Number of Job Functions: 6

JOB FUNCTIONS	FREQUENCY	ANNUAL % OF TIME
Departmental Management and Supervision: <ul style="list-style-type: none"> Responsible for the administration, general management, policymaking, planning and direction of the Department. Represent the County at meetings and on committees at the local, state, and federal level. Work at the direction of the BOC and implements Board policies in all phases of the operation of the Department. Supervise all employees of the Engineering, Public Works Administration, Road Department, Parks Department, Facilities Management, Vegetation Management, and the Lincoln County Solid Waste District. Serve as the County Engineer, if a Registered Professional Engineer in Oregon or delegates this function to a Registered Professional Engineer in Oregon. Serve as Roadmaster, County Road Official, Parks Administrator, Vegetation Management Administrator and in any additional capacity as required by law and/or the BOC. 	D	50%
Financial: <ul style="list-style-type: none"> Evaluate current and anticipated departmental needs. Prepare, propose, and monitor departmental budgets. Supervise departmental purchasing activities. Authorize purchase orders. Authorize payments. 	D	10%

<ul style="list-style-type: none"> Monitor budget expenditures; specifies, orders and obtains quotes and bids on materials, supplies, equipment, capital outlay and professional service items. 		
Planning: <ul style="list-style-type: none"> Establish short- and long-term project selection, planning and scheduling of capital and maintenance projects for the Department. 	M	5%
Road, Bridge, and Facilities Maintenance: <ul style="list-style-type: none"> Responsible for departmental road and bridge maintenance management programs. Manage federally required inspection program and monitors interim departmental inspections. Evaluate inspection results, determine, and prioritize maintenance, repair, and replacement projects. Manage the maintenance and repair of County facilities including structures, systems, equipment, grounds, and utilities. Work with the Board of Commissioners and Management Team to determine the prioritization and scheduling of maintenance, repairs, upgrade, and replacement. Provide specifications and contracts for purchases, services, and construction. 	D	20%
Contract Management: <ul style="list-style-type: none"> Manage consulting, maintenance, construction and equipment contracts for roads, bridges, and facilities. Determine needs and prepare specifications. Monitor performance, evaluate progress, prepare monthly cost estimates, and authorize payment. 	W	10%
Personnel: <ul style="list-style-type: none"> Evaluate employee numbers and qualifications needed to complete proposed projects and routine work. Evaluate and select departmental employees. Direct employee discipline and termination proceedings. Member of labor negotiation team for negotiations involving represented departmental employees. 	AN	5%

SUPERVISORY RESPONSIBILITY

5 - General administration of a large unit where the nature of the managerial work involves providing general direction for other supervisory personnel. Substantial responsibility for budgeting, purchasing, regulatory compliance, staffing, and discipline.

KNOWLEDGE, SKILLS AND/OR ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required knowledge, skills and/or abilities are listed below:

Knowledge of:

- Department activities, policies and the laws pertaining to its operation.
- Principles, practices and techniques of public works design, construction, and maintenance.
- Engineering, surveying, road, bridge, construction, and maintenance knowledge.
- Public contracting and purchasing laws, state and federal laws regarding employee rights and standard personnel management rules, regulations, and policies.
- Computers and engineering and office software.
- Facilities design, construction, and maintenance knowledge.

Skill or ability to:

- Supervise and train personnel, supervise and inspect the work of contractors, obtain adherence to plans and specifications and develop and maintain professional relations with the public.
- Convey information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the county, using language and a format the audience will best understand.
- Utilize computers and other technology to communicate in written and verbal forms (e.g., word processing, texts, emails, spreadsheets, department-specific software).
- Effectively relate well with others, including supervisors, colleagues, and individuals inside and outside the county. Exhibit a professional manner in dealing with others and working to maintain constructive working relationships.

- Take personal responsibility for the quality and timeliness of work. Show up to work on time, and follows instructions, policies, and procedures. Meet productivity standards, deadlines, and work schedules.

MINIMUM QUALIFICATIONS

Indicate the MINIMUM educational level required and the number of years of relevant experience required to perform the duties of the position.

Minimum Education Level

3 - Bachelors (if specific fields, list below)

Specifics: in Civil Engineering.

Minimum Experience Level

Six years plus (if in specific skills/fields, list below)

Specifics: Ten years of progressively responsible supervisory and management experience in public works.

Substitution Note: Any satisfactory equivalent combination of experience and education as determined by the supervising Commissioner.

Certifications

None required

Driver's License

Oregon Driver's License required

Other Licenses

None required

Desirable Qualifications: Registration as a Professional Engineer in the State of Oregon, or the ability to obtain registration within one year, preferred. Prior experience as a Director or Assistant Director is preferred.

WORKING CONDITIONS

Job Conditions: Position requires both office and outdoor activities. Long hours in hazardous or adverse weather conditions are sometimes required. Extensive close computer work. Overtime is routine. Position serves as on-call for both Road Department and Facilities Management as needed.

Work Location: Lincoln County

Travel: Tasks require field-based management; Personal Vehicle not required.

PHYSICAL DEMANDS

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

- **Physical Ability:** Tasks involve the ability to exert light to moderate physical effort in light to moderate work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (12-75 pounds).
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
- **Environmental Factors:** Tasks are regularly performed with and without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

REASONABLE ACCOMMODATIONS

Lincoln County is committed to providing reasonable accommodations as required by the Americans with Disabilities Act (ADA). This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

APPROVALS

Employee Signature:	_____	Date:	_____
Supervisor Signature	_____	Date:	_____
Department Head Signature:	_____	Date:	_____
Human Resources Director Signature:	_____	Date:	_____

Internal HR Only:

Skill: 7	Effort: 9	Risk: 3
Job Functions: 6	Education: 3	Experience: 5
Certs/Licenses: 1	Responsibility: 9	Job Conditions: 10