



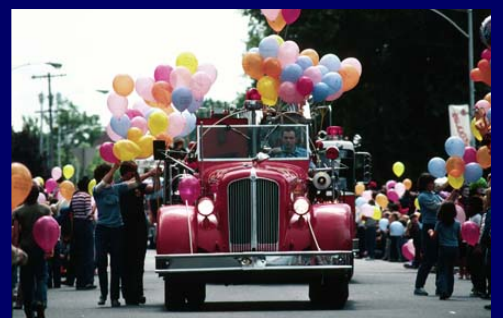
LEWIS COUNTY

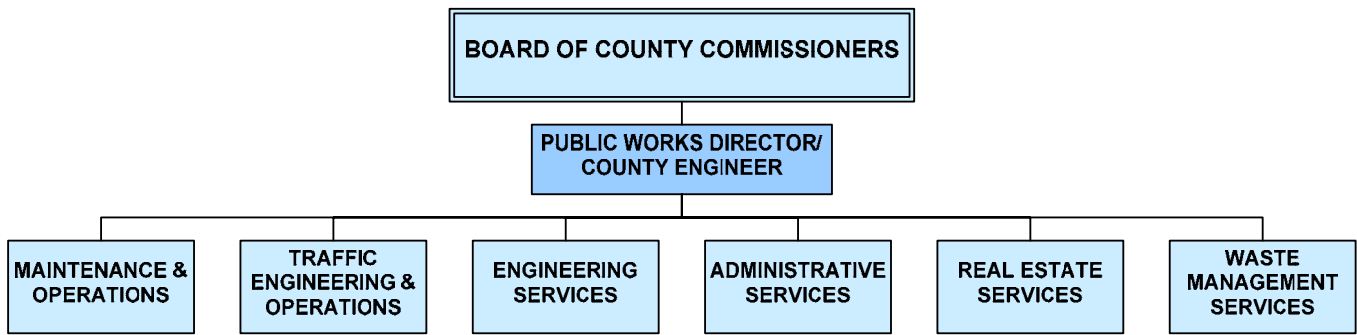
LEWIS COUNTY, WASHINGTON
**PUBLIC WORKS DIRECTOR/
COUNTY ENGINEER**

\$89,976 – \$121,008
PLUS EXCELLENT BENEFITS

APPLY BY
FEBRUARY 14, 2010
(FIRST REVIEW, OPEN UNTIL FILLED)

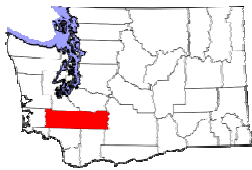
PROTHMAN





LEWIS COUNTY
Public Works Department
 2010 Total FTE's – 149

THE REGION



Lewis County is located in southwestern Washington, halfway between Seattle and Portland, Oregon, on Interstate 5. Only an hour and a half to either major

city, and an hour and a half drive either west to the Pacific Ocean or east to the Cascade Mountains. Residents of Lewis County have quick and easy access to many cultural activities, fairs, concerts, entertainment options, and a wide assortment of annual events.

Lewis County also offers an abundance of outdoor recreational resources. The area is considered one of the Northwest's best outdoor playgrounds. Among the many activities available, you will find great fishing, hiking, camping, boating, mountain climbing, and skiing. Approximately one-third of Lewis County is national forest and includes portions of Mount Baker-Snoqualmie, Gifford Pinchot national forest, and the Mt. Rainier National Park, as well as the William Douglas, Tatoosh and Goat Rocks wilderness areas.

The climate in Lewis County is generally moderate with warm, dry summers and mild winters. The County is made up of two larger "twin" cities, Centralia and Chehalis, and several smaller cities and towns. Lewis County offers excellent livability, a quality school system, and a relatively low cost of living.

THE COUNTY

"To preserve and enhance the quality of life in Lewis County through government leadership, service, education, and administration."

Established in 1845 by the Oregon Territory Provisional Legislature, Lewis County was named for Meriwether Lewis of the Lewis and Clark expedition. The County is 2,408 square miles in size and has an estimated population of 71,539. The county seat is located in historic Chehalis, the County's second largest city.

The Board of County Commissioners is the County's legislative authority and the Commissioners serve as the chief administrators for county operations. The three County Commissioners are elected to four-year terms.

Five department heads report directly to the Board of Commissioners: Budget/Fiscal, Community Development, Public Works, Central Services, and Public Health & Social Services.

The County General Fund budget for 2010 is \$34,169,465 million, with an overall budget of \$110,726,916 million. There are approximately 568 FTE's for all departments of the County.

THE DEPARTMENT

The Public Works Department Mission Statement:

"Public Works will build and maintain a safe county road and bridge system that promotes economic vitality while protecting and preserving the County's infrastructure assets and natural resources for those who live in and visit Lewis County."

Lewis County Public Works Department's primary responsibilities are the maintenance and construction of the county road network and the operation of the solid waste utility. The Department has six main divisions: Administration, Engineering Services, Traffic, Maintenance & Operations, Real Estate Services, and Solid Waste.



Major programs and functions of the Divisions:

- The **Engineering Services Division** is responsible for providing engineering, design, and program management for improvement of a safe and efficient county bridge and road network system and for obtaining flood water control through efficient storm water management programs. The Division also prepares the 6 Year Transportation Improvement Program, reviews applications to perform work on County Right-of-Way, and administers contract services in accordance with local, state, and federal regulations.
- The **Traffic Engineering & Operations Division** is responsible for ensuring the safe and efficient flow of traffic on the county road network. The areas of responsibility include traffic signs, pavement markings, striping and crosswalks, traffic studies, development impacts, traffic modeling, speed limits, signals and lighting, and coordination of utility work within county road right-of-way.
- The **Maintenance & Operations Division** is comprised of two separate divisions: Fleet Services and Road Maintenance. The Fleet Services Division is responsible for purchasing, liquidating, and mechanically maintaining the entire fleet of light duty vehicles and heavy equipment at two locations. The Fleet Division is responsible for calculating the annual equipment rental rates which are approved by the County Engineer.

The Road Maintenance Division is responsible for maintenance of 1,053 miles of roads and 197

bridges. The Division has 6 maintenance shops located throughout the County and provides vegetation management, bridge & guardrail maintenance, and various road maintenance projects.

- The **Real Estate Services Division** is responsible for property management, right-of-way surveys, mapping, and GIS mapping in support of the Department and County. The Division also runs the front counter of the Department, coordinating permits, answering questions and guiding customers to specialists, fielding reports of hazardous conditions, and maintaining the road closure database.
- The **Solid Waste Division** processes over 70,000 tons of garbage a year through two transfer stations for solid waste disposal. Private companies provide curbside pickup for business and residential customers throughout Lewis County. The Solid Waste Division also provides comprehensive information to the public on programs ranging from household hazardous waste to recycling and composting.
- The **Administrative Services Division** is responsible for overseeing the day-to-day operations of Public Works by assisting departmental staff in carrying out their functions and assigned projects.

THE POSITION

Reporting to the Board of Commissioners, the Public Works Director/County Engineer is responsible for leading one of the County's largest departments in terms of staffing, operational and capital projects. The Director/County Engineer oversees all County engineering projects, including developing short and long range plans for construction projects and maintenance programs. The Director is responsible for a significant amount of county, state, and federal funding and must ensure compliance with funding guidelines and deadlines. It is critical that this individual, and their staff, controls and monitors expenses within budget, assures fiscal responsibility and is cost consciousness. In addition, the Director is responsible for overseeing a large number of affiliated and unaffiliated County employees throughout all Divisions of the Department. The Public Works Director/County Engineer supervises six Managers and heads a Department with 149 FTE's and has a budget for 2010 of \$45,699,432.

Responsibilities of the Public Works Director/County Engineer include:

- Develops and implements Public Works Department strategies and goals to meet Board of County Commissioners and Lewis County objectives. Ensures that the Department's activities are in compliance with all applicable local, state, and federal laws, policies, and regulations.
- Directs Public Works Department operations through effective supervision and delegation of work to the six Managers and Divisions in the Department. Makes staffing decisions within the department, including hiring and retention of assigned personnel. Works cooperatively with two labor unions.
- Provides reports and presentations on a regular basis to the Board of Commissioners on the status of Department projects and programs.
- Monitors and evaluates trends in public works programs and services.
- Serves as representative of the County in relating to civil engineering and public works projects, including the County Road Administration Board, the Federal Emergency Management Agency, and state and federal transportation agency standards.
- Monitors construction and maintenance activities and provides engineering guidance for design, construction activities, testing, and inspection of large and complex projects.
- Works closely and communicates with other County Departments in responding to emergency incidents, reviewing development issues, using information technology, and adhering to County budget and fiscal policies and grants administration guidelines.
- Provides leadership, direction, and guidance to staff in moving County approved projects and programs forward. Assures that the Department is familiar with current federal, state and county laws, codes, rules and regulations governing public works.
- Works closely with the County's Budget/Fiscal Department to develop and monitor the annual budget, grants, and other funding sources that assures compliance with funding guidelines and deadlines.
- Serves as spokesperson for the County to the media and general public on matters relating to public works.

The past Public Works Director/County Engineer left for another agency, having served Lewis County for 7 years, including almost two years as the Department head.



CURRENT ISSUES & CHALLENGES

- The new Director will be expected to advance key capital projects, such as the reconstruction projects of the two West County Bridges destroyed by flooding over two years ago. The total construction cost is over \$8 million. It is important that the Director through the department continues to work and comply with FEMA to receive recovery funds. The new Director will also need to work with other entities in the County, such as the Chehalis Basin Flood Authority, which studies and analyzes floods, and is in the process of creating a district to mitigate future flooding.
- Like many counties, Lewis County is facing significant budget challenges. The new Director will be expected to be creative, to be efficient, to explore potential partnerships, and to manage within budget constraints. Since the Public Works Department relies heavily upon state and federal agencies for road funding and emergency recovery funds, the new Director will need to be experienced in working with representatives from these agencies to develop positive relationships.

THE IDEAL CANDIDATE

The ideal candidate will have a successful public works and/or engineering background as a director or senior manager, and will have had previous experience in strategic planning, organizing and directing the administrative, management and operational functions of a strong public works department recognized for excellent customer service, open communication, resourcefulness, and continuous improvement. This individual will be capable of making tough decisions in a timely manner when required. Candidates should have a history of progressive, proactive, and innovative program development, as well as a track record of successful follow-through and implementation. Candidates with a blend of technical and strong interpersonal skills will be a plus.

The Director is a member of a Department Head Team which places a high value on team work, effective working relationships, and the willingness to cross department lines and pitch in to assist on projects and issues. The new Director should lead by example, demonstrate personal and professional integrity beyond reproach, and communicate a sense of vision backed by specific goals and objectives with a plan to achieve these goals and with measured success. He/She will have experience maintaining supportive and effective relationships with elected officials and community leaders. The new Director should be approachable and informal, but confident and proven in their ability to clearly and effectively communicate information and issues on behalf of the Department.

The new Director will also need the ability to work with and respond effectively to a variety of state and federal agencies relating to civil engineering and public works projects, including the County Road Administration Board (CRAB), Federal Emergency Management Agency (FEMA), and Washington State Department of Transportation (WSDOT). He/She will also be skilled in the areas of written and oral communication and be able to explain rules, regulations, and policies to a wide-ranging audience, including the media. The candidate will also have experience with governmental budgeting and grant funding management.

The successful candidate will be politically astute and demonstrate an unquestionable sense of integrity, honesty, and commitment to the County. Further, the new Director will be a good listener and open to a work environment that encourages ideas and creativity throughout all levels of the organization. The candidate will have sound values, promote teamwork and cooperation, as well as the ability to take the organization to the next level of efficiency. The preferred candidate will be team-oriented, have a flexible "can-do" attitude, and an appropriate sense of humor.

EDUCATION & EXPERIENCE

Qualified candidates must have a bachelor's degree in civil engineering or related field, and five years professional civil engineering experience, including five years of progressively responsible management experience, or an equivalent combination of education, training, and experience.

A valid driver's license is required. Must meet qualifications for registration as a Professional Engineer with Washington State Board of Registration, or by the technical board of another state, with the ability to obtain Washington Registration within one year of employment.

COMPENSATION

- **\$89,976 - \$121,008**
- Choice of 4 medical plans through the Washington Counties Insurance Fund (WCIF)
- Dental and vision care premium paid 100% for employee and dependents
- \$12,000 paid life insurance (Additional life insurance available)
- Long Term Disability Insurance and Short Term Health & Accident Insurance
- Washington State PERS Retirement
- Voluntary Washington State and private insurance company Deferred Compensation programs
- 12 (8.5 hours per month) days per year vacation
- 10 days administrative leave time
- 8 hours per month sick leave accrual
- 10 paid holidays plus 1 personal day
- Relocation assistance is negotiable

*For more information about
Lewis County, please visit:
www.lewiscountywa.gov*

*Lewis County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 14, 2010** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and answers to the supplemental questions to Prothman via email at humanresources@prothman.com or by mail. The application form and the supplemental questions can be found at www.prothman.com.*



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