

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 2020- 010

**IN THE MATTER OF MODIFYING THE PERSONNEL POLICY AND PROCEDURES
SPECIFICALLY UPDATING THE DEPARTMENT OF PUBLIC WORKS DIRECTOR/COUNTY
ENGINEER MANAGEMENT JOB DESCRIPTION**

WHEREAS, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

WHEREAS, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

WHEREAS, Exhibit 8 of the Personnel Policy shall be updated/amended to reflect the attached non-represented job description to adequately reflect the job duties and satisfactorily represent the work that is being performed for the following positions:

WHEREAS, there is a need to update the Department of Public Works Director/County Engineer job description; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that the following job description shall be approved and all previous versions are hereby rescinded:

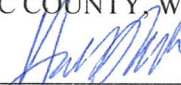
Department/Office	Position	Grade	Status
Department of Public Works	Director/County Engineer	Special Employment Agreement	Non-represented

BE IT HEREBY FUTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON that this job description is hereby adopted and effective the 10th day of March, 2020, and shall be included in Exhibit 8 of the Personnel Policy and Procedures for the County of Pacific.

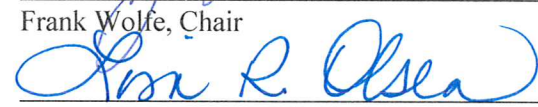
PASSED by the following vote the 10th day of March, 2020 by the Board of Pacific County Commissioners at their regular meeting at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage.

3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

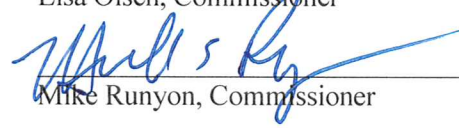
BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON



Frank Wolfe, Chair



Lisa Olsen, Commissioner



Mike Runyon, Commissioner

ATTEST:



Marie Guernsey, Clerk of the Board

PACIFIC COUNTY**POSITION DESCRIPTION**

POSITION: Public Works Director/County Engineer
OFFICE/DEPARTMENT: Public Works
REPORTS TO: Board of County Commissioners
UNION STATUS: Non-Represented
SALARY GRADE: Special Employment Agreement
DATE LAST REVISED: March 10, 2020

1.0 PRIMARY FUNCTION AND PURPOSE

Plans, organizes, directs, and administers the functions of the Public Works Department. Develops and implements policies, procedures, and practices to provide services in engineering, road, bridge and drainage system construction and maintenance, traffic control, general facilities, ER&R, Fair and Parks. Considerable independent judgment is required in the interpretation and use of statutes, ordinances, and regulations regarding county roads and public works programs.

Responsibilities include the interpretation, application, and enforcement of laws, regulations, and County policies in road design, construction, and maintenance, as well as for technical engineering matters, traffic engineering, design and construction engineering, and other related tasks.

Develops and administers the departmental budget. Performs substantial liaison work with local, state and federal agencies, county officials, private contractors, consultants, and the general public.

2.0 ORGANIZATIONAL RELATIONSHIPS**2.1 Supervision**

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties. Direction may be received from the County Administrative Officer and/or Board of County Commissioners.

Performance is reviewed by County Administrative Officer and Board of County Commissioners for adequacy of professional judgment, achievement of results consistent with goals and objectives, and compliance with federal, state and local laws and regulations.

Person in this position normally supervises three or more Division Managers and/or Section Managers and carries out supervisory responsibilities in accordance with the organization's policies, current labor agreements, and applicable laws. Supervises all county roads activities, including maintenance.

Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; motivation, rewarding and disciplining employees; addressing complaints and resolving problems. Also, will develop staffing goals both for short- and long-range needs with the objective of a well-qualified and efficient work force.

Develops and maintains interactive relationships with elected officials, department directors, legal advisors, County Commissioners, regulatory agency representatives, County Road Administrative Board staff, WSDOT, and others as required to carry out the essential duties and responsibilities of the position.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Person in this position is responsible for:

Supervision of staff, including scheduling, performing staff evaluations, planning and initiating strategies for performance, authorizing vacation, sick leave, and overtime, signing and approving time sheets, staff training, administering disciplinary measures, and resolving complaints. Development of a once a year 360-degree review of this position's performance from staff.

Planning, organizing, directing, and administering the functions of the Public Works Department. Developing and implementing policies, procedures, and practices to provide services in engineering, equipment maintenance, road, bridge and storm drainage construction and maintenance, traffic control, general facilities, Fair and Parks.

Directing and oversight of the design and maintenance of county roads, bridges, drainage systems, and related structures; as defined by RCW Chapter 36.80 oversees all project scoping and program development; oversees all project construction management and inspection; maintains records of such.

Transportation program including maintaining the county road log, traffic counts and accident data, traffic studies, road vacations, pavement management and reporting to the County Road Administration Board (CRAB).

Establishing the rental rates for the Equipment Rental & Revolving Fund and oversight of the purchase of equipment and materials to support the engineering and road maintenance programs as well as other County departments. Develop long term equipment planning that meets ever changing goals within the department.

Planning, preparation and administration of the departmental budget and balancing staff requirements to meet that planning

Participating with the Board of County Commissioners in development of the annual and six-year road programs; providing technical assistance and advice to the Board on various county and departmental issues.

Preparation of cost estimates for various road and public works projects; presents estimates to the Board of Commissioners for approval.

Examines and certifies all cost estimates and bills for labor, materials, and supplies on road and public works projects.

Establishes all County engineering and construction standards.

Serves as a liaison for the County with local, state and federal agencies, county officials, private contractors, consultants, and the general public.

Oversees the maintenance of complete and accurate records in all divisions of Public Works.

Directs and prepares grant and loan proposals and applications for project funding.

Directs the recruitment and hiring process for new employees within the department.

4.0 MINIMUM QUALIFICATIONS

4.1 Education and Experience

Undergraduate degree in Civil Engineering or a closely related field from an accredited four-year college or university; ten (10) years of progressively responsible experience in engineering position, with at least three (3) years as manager or supervisor of a discrete work division, including direct responsibility for performance of a team; or demonstrated equivalent combination of education and/or experience which provides the applicant with attributes defined in Section 3.0, 4.2 and 4.3.

4.2 Certificates, Licenses and Registrations

Current Registration with the State of Washington as a Professional Civil Engineer, or the ability to obtain such within six months of employment.

Must be eligible to be bonded for the faithful performance of duties.

Possess, or obtain, safe and reliable transportation and a Washington State Driver's License without any driving restrictions.

Pass criminal background investigation that shows no criminal activity which could directly impact ability to perform the job or creates a public perception that would reflect poorly upon the County.

4.3 Necessary Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of civil engineering as related to road, bridge and flood control design, construction and maintenance.

Contract management experience negotiating contracts, contract language, change orders and developing negotiation strategy when called upon.

Ability to read, comprehend, and interpret laws and ordinances, and to uniformly apply laws and regulations to individual and/or project applications such as design and construction standards, permitting, bidding and purchasing, record keeping, environmental and safety.

Knowledge of State and County fiscal/budgeting practices and procedures. Familiarity with CAMS (cost account system) is desirable.

Requires the knowledge, understanding, and experience to implement modern management practices and principles.

Requires effective leadership and decision-making skills.

Demonstrated organizational skills and time management skills.

Analytical ability to assimilate and evaluate data obtained from reports, studies, and other correspondence.

Demonstrated skill in performing research for a variety of situations and/or issues.

Proficient use of standard office equipment including personal computer software applications specific to the work performed.

Ability to supervise, train, assign tasks, and evaluate the work of employees.

Ability to organize resources to effectively and efficiently perform multiple assignments.

Ability to develop effective and consistent departmental policies and procedures.

Ability to express ideas and convey information effectively both orally and in writing.

Ability to prepare accurate, clear, and concise reports.

Must have the ability to solicit and administer grants and other forms of financial assistance for public works projects.

5.0 BEHAVIORAL STANDARDS

Ability to maintain a professional demeanor under stressful circumstances.

Ability to establish and maintain an effective and professional working relationship with County officials and employees, local, state and federal agencies, private contractors, consultants, and the general public. Must exercise tact and firmness, use discretion and courtesy, work under deadlines and pressures, and effectively represent the County in adversarial and stressful situations, and to effectively use criticism as a beneficial resource to achieve a goal.

Positively represent the county, demonstrating honest and ethical behavior.

Demonstrate good work habits.

6.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Work is normally performed indoors, in an environment with moderate noise. While performing the duties of this job, the employee may work in outside weather conditions and is exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and/or in high, precarious places.

Person must be able to drive a vehicle and to perform field inspections in rough terrain. While performing the duties of this job, the employee is frequently required to sit; use hands to handle objects, tools, and controls; talk; and hear. The employee is required to: stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

Good health and good physical condition, appropriate to the position. The employee must frequently lift and/or move up to 40 lbs. Specific vision requirements include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to hear as some work environments use audible alarms or hazard awareness.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.