

**GARFIELD COUNTY
POSITION DESCRIPTION**

Effective Date: 03/01/2023

Position Title: Public Works Director/Engineer

Department Title: Public Works

Pay Grade: \$125,000-\$150,000 DOE

Reports to: Board of County Commissioners

Purpose:

Responsible for overall administration of the Public Works Department. Perform supervisory, administrative and professional engineering work.

Administrates the planning, coordinating, directing and evaluating all facets of the County Public Works Department including road construction, maintenance, equipment maintenance, civil engineering, solid waste, land use planning, GIS services, and building inspection activities. Exercises considerable latitude in judgment and discretion in the interpretation of statutes, regulations, and county policies relating to road, solid waste, and other public work programs, as well as in their application and enforcement. Requires extensive contact with state and federal agencies, county departments, private contractors and the general public. Work requires the use of field and office equipment such as light duty vehicles, telephones and computers. Use will be made of outside resources to facilitate decisions as this class will be responsible for final decisions and results in all leadership management and administration engineering matters, restricted only by the Board's policies and statutory limitations.

Supervision:

Supervision is exercised directly over a number of subordinate supervisors and through delegation, over all department personnel.

Works under the administrative direction of the Board of County Commissioners who review work for adherence to established policies and the efficient and effective operation of the department.

Essential Director Functions:

- Plans, administers, and evaluates the department's programs, personnel, equipment, finances, and policies.
- Develops, plans, and administers the department's annual budgets.
- Meets with County Commissioners, elected officials, community groups, organizations, and the general public to discuss and resolve issues relating to public works.
- Supervises professional, technical, and supervisory personnel working in all divisions of the department.

- Conducts or directs and evaluates studies to make recommendations regarding the organization, staffing patterns, program activities and internal procedures of the department.
- Designs and recommends new financial systems, procedures, forms, and instructions for department use.
- Examines and certifies all estimates and bills for labor, material and supplies.
- Initiates research studies and projects.
- Provides information and recommendations to assist the Board in establishing public works policy.
- Evaluates field and office functions to determine the efficiency and effectiveness of departmental objectives; institutes functional changes as needed.
- Maintains a current familiarity with R.C.W.'s and W.A.C's regarding all Public Works functions.
- Performs related work as required.
- Establish and maintain good working relationship with public officials, employees and the public.
- Work independently.
- Excellent communication skills including listening, speaking and writing.

Essential Engineer Functions:

- Review and approve all financial obligations of the department.
- Perform duties as a licensed Engineer and Bridge Inspector.
- Review and approve all engineering work.
- Participates with the Board of County Commissioners in development of the annual and six-year road programs; provides technical assistance and advice to the Board on various county and departmental issues including the development of related policies and procedures.
- Perform miscellaneous engineering studies (such as hydraulic evaluations) for the county.
- Perform geotechnical engineering evaluations for the county road projects such as bridge replacement projects and road reconstruction projects.
- Directs and prepares grant and loan proposals and applications for project funding.
- Perform geotechnical engineering evaluations for county projects such as buildings, remodels, etc.

Knowledge Skills, and Abilities:

- Must have knowledge of the principles and practices of public administration, finance, personnel and engineering.
- Ability to negotiate contracts on behalf of the County with companies and organizations such as waste disposal firms and other contractors.
- Must have considerable knowledge of current literature and sources of information relative to public works administration. Have knowledge of current practices and techniques.
- Ability to establish and maintain effective working relationships with subordinates, management, Commissioners, and the public.
- Ability to understand, interpret and apply state statutes, codes, standards, bills and amendments related to Public Works' activities.

- While performing the duties of this job, the employee is regularly required to talk or hear/listen. The employee frequently is required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee is occasionally required to stand, walk, use hand/finger dexterity, tools or controls and reach with hands and arms.
- Ability to occasionally lift and/or move 50 pounds.
- Must be able to utilize communications equipment necessary to perform duties.
- Successful supervisory and managerial experience is required.
- Ability to implement and maintain sound organizational practices.
- Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports.
- Ability to be self-motivated to complete required deadlines while simultaneously completing other tasks.
- Ability to quickly grasp new techniques and deal with rapid changes in events
- Remain calm and professional in stressful situations.
- Understand the need for maintaining confidentiality of sensitive information.
- Ability to express ideas and effectively communicate with others, both in writing and orally.
- Ability to efficiently and effectively utilize department funds, materials, facilities and time.

Qualifications:

A B.S. in Civil Engineering plus two (2) years of progressively responsible administrative, engineering or related managerial work experience associated with Public Works functions at a level equivalent to Assistant Director of Public Works or County Engineer.

Must be currently registered with the State of Washington as a Professional Civil Engineer, or the ability to obtain such within six months of employment.

Must have a valid driver's license and the ability to complete required training and certification.

Work Environment:

- While performing the duties of this job, the position frequently travels throughout the county.
- Work is normally performed indoors in an office environment with little noise.

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