

PEND OREILLE COUNTY POSITION DESCRIPTION

JOB TITLE: Public Works Director/County Engineer

DEPARTMENT: Public Works

REPORTS TO: Board of County Commissioners

PAY GRADE: Full-Time (40 hours / week); Exempt Position; Benefits Apply

REPRESENTED: Non-Represented (Employment Agreement)

BOCC APPROVED DATE:

(Date)

(Initials)

JOB SUMMARY: The Director works at the pleasure of the Board of County Commissioners, providing regular briefings and receiving strategic direction from the Board, while maintaining operational autonomy for day-to-day departmental decisions for all matters of Department operations. Work performed through this position includes direction of, participation in, and oversight of all county engineering design and construction, supervision of Public Works employees, and direction of Pend Oreille County Public Works functions across 1,425 square miles in northeast Washington. The Director programs and executes an annual budget of approximately \$15 million across four (4) separate and distinct funds. Responsible for planning, engineering, design, construction, operation and maintenance of approximately 550 miles of county roadways and 39 bridges, and three (3) solid waste transfer stations. Maintains personal liaison with Federal, Native American tribal, state and local officials. Decisions could have a major impact on public safety and trust, legal liabilities, cost and employee motivation.

SUPERVISORY RESPONSIBILITIES: Directly supervises division managers; indirectly supervises all employees within the Public Works Department.

ESSENTIAL FUNCTIONS:

1. Hires, leads, manages, develops, counsels, trains, and mentors personnel in the Public Works Department. Evaluates staff performance, motivates staff to maintain department morale, and performs disciplinary actions when necessary.
2. Responsible engineer-in-charge of design and construction of new development transportation infrastructure, construction, road maintenance and engineering and other public works activities associated with county roads and bridges. Coordinates with developers, other state and county agencies, and cities. Implements emerging technologies such as GIS, asset management systems, and digital permit systems to improve operational efficiency.
3. Directs and participates in the development of short- and long-range programs, including leadership succession planning and operational plans for each division; approves modifications to plans and monitors progress in accomplishing established goals and objectives.
4. Interprets statutes, regulations, and county policies related to public works activities to ensure safe, efficient and effective execution of all activities. Provides information and recommendations to assist the Board of County Commissioners in making sound, public works related decisions.
5. Administers personnel policies and safety rules. Periodically reviews and analyzes the effectiveness of safety programs and adjusts as necessary.
6. Develops, directs, oversees, and administers the Department's division budgets, including review of staffing, equipment, and capital improvement requests. Presents budgets to the Board of County Commissioners.
7. Manages the County's vehicle and equipment fleet. Oversees county-wide ER&R Fleet Management operations and maintenance activities. Monitors fleet costs and equipment rental rates to fully capture operational, replacement and overhead components of fleet ownership.

8. Requires extensive contact with, and effective working relationships with County elected officials and department heads, federal, state, tribal and local governmental agencies, private contractors, consulting engineers and the general public. Includes resolving conflicts and otherwise maintaining harmonious relationships throughout the organization and with the public for purposes of ensuring that departmental efforts are effectively directed toward achieving the common County goals. Must always represent the county in professional manner.
9. Assures that citizen complaints relating to any departmental activity are investigated and resolved to the best of one's ability; handled personally if appropriate.
10. Responds to natural disasters of all types, supporting elected officials and the citizens of Pend Oreille County with the legal, authorized and appropriate use of department resources to save lives and protect public infrastructure across Pend Oreille County. Supports county flood response efforts and natural disaster recovery efforts by coordinating manpower and equipment requirements.
11. Monitors and evaluates performance of the department in conformance with objectives, plans, schedules, and budgets. Monitors variances and implements necessary corrective actions.
12. Provides advice to and coordinates with officials and the public on engineering and technical matters and procedures in a wide field of public works subjects necessary to the operation of the County; analyze and report impact of proposed plans and developments on County's capacities and abilities to service; assist in development, revision and administration of comprehensive planning and zoning ordinances and subdivision ordinances.
13. Oversees development and ensures accuracy of the Department's annual Business Plan.
14. Negotiates and administers contracts and agreements with other agencies, vendors and suppliers.
15. May represent the Public Works Department on various committees, associations and/or groups.
16. Ensures developers meet county design standards for new transportation infrastructure.
17. Maintains complete and accurate records of all county roads, bridges, dams and dikes, surveys, and related infrastructure, including highway plat books and project histories as required by RCW 36.80.040 and RCW 36.80.050
18. Prepares maps, plans, specifications, and detailed budget estimates for county road projects in compliance with statutory duties under RCW 36.77.010 and RCW 36.82.160
19. Ensures departmental operations comply with the Standards of Good Practice established by the County Road Administration Board (CRAB) and participates in audits and reviews as required
20. Oversees the development and administration of formal maintenance management programs as required by CRAB Standards of Good Practice.
21. Develops and enforces policies for utility installations, relocations, and maintenance within county rights-of-way as required under WAC 136-50-055
22. Administers permitting and coordination processes for utility installations, relocations, and maintenance activities within county rights-of-way
23. Examines county roads proposed for vacation and abandonment and provides required reports and recommendations to the Board pursuant to RCW 36.87.040
24. Maintains policies and procedures for handling public complaints and records resolutions consistent with WAC 136-50-053
25. Maintains documented delegation of authority and current organizational charts to ensure compliance with statutory and regulatory requirements. Provides effective leadership and direction in the administration of the Department; delegates authority to personnel commensurate with assigned responsibility and ensures acceptable performance of department staff.
26. Directs placement and maintenance of traffic control devices and signs in compliance with RCW 47.36.060
27. Performs all other duties as required by applicable state and federal statutes and regulations governing county engineering and public works operations
28. Perform additional job duties as assigned by the Board of County Commissioners to maintain an even work flow of the office and/or operations thereof.

KNOWLEDGE AND ABILITIES:

1. Knowledge of government organization, processes, and applicable federal, state, and local laws, rules, and regulatory agency requirements including but not limited to environmental regulations and requirements.
2. Knowledge of public works services, methodologies, technologies, and sound engineering principles necessary to plan, develop, finance, operate, construct, and maintain major County infrastructure, facilities, capital projects, and equipment.
3. Knowledge of senior management principles and practices, including the use of human and material resources.
4. Knowledge of fiscal programming and budgeting processes necessary to develop, manage and execute annual budgets.
5. Knowledge of traffic control signing, construction zone signing and pavement marking.
6. Knowledge of personnel laws, regulations, policies, and collective bargaining agreements, including their administration and practical implications
7. Knowledge of accident investigation and documentation for liability protection.
8. Knowledge of county contracting requirements, contract administration and procurement law.
9. Knowledge of statutory requirements for maintaining highway plat books, road logs, and detailed records of public works projects, expenditures, and inventories
10. Ability to effectively communicate technical and operational information both orally and in writing with a wide range of people from diverse social, educational, and economic backgrounds; to build and maintain cooperative relationships with the public, media, intergovernmental partners, and internal staff, ensuring transparency and public trust.
11. Ability to effectively persuade, inform, educate, solicit information, motivate, and direct a wide variety of individuals or groups.
12. Ability to proficiently use computer applications, including word processing, databases, and spreadsheets, and to stay current with technology trends and developments in public works and government management
13. Ability to analyze situation quickly and objectively and determine a proper course of action; use appropriate independent judgement to make decision of a technical, management, and/or administrative nature in support of Department/County goals and objectives.
14. Must be able to effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
15. Ability to interpret and apply rules, regulations, and policies; analyze complex situations; and exercise sound judgment and discretion in analyzing and resolving problems, and adopting effective courses of action
16. Must possess strong management and effective oral/written communication skills.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in civil engineering.
2. Eight (8) years of progressively responsible work experience in the area of Public Works, INCLUDING five (5) years of top-level management/director-level experience.
3. Must speak clearly, read, and write legibly in the English language.
4. Knowledge of and experience in grant writing and administration required, including compliance with federal and state reporting requirements for funded projects.
5. Experience in community-oriented leadership roles with cross-over intergovernmental programs and cooperative operations.
6. Demonstrable experience in conferring and interfacing with citizens regarding public works issues.
7. Management experience in a local government public works agency preferred.
8. Experience to sufficiently demonstrate thorough administrative competency and extensive knowledge of modern engineering principles and practices as applied to municipal public works design, construction, maintenance and operations.

LICENSES AND OTHER REQUIREMENTS:

1. Professional Engineering (PE) license required. If registered in a state other than Washington, must obtain registration in the State of Washington within six (6) months of hire.
2. Valid driver's license required.
3. Must successfully pass a background check and driving records check.
4. Must be a U.S. citizen or a lawful permanent resident.
5. Must be at least eighteen (18) years of age.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: This position involves both office and field work, with travel expected throughout the county. Must possess the physical ability to perform field work involving bending, lifting and twisting, and sitting or standing for extended time to perform essential job duties. May be required to work in adverse weather conditions. This position also requires good listening skills and occasional lifting of up to 50 pounds. Must also possess physical abilities typically related to office operations including manual dexterity and visual acuity to operate computers and other office equipment, and sufficient hearing and speech ability to communicate verbally and in written forms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BEHAVIORAL STANDARDS: Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Builds relationships with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behavior.

SIGNATURES

This job description has been approved by:

Department Head Signature: _____ Date _____

Human Resources Signature: _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position. The statements herein are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and conditions required of personnel so classified. It does not constitute a contract, commitment or promise of any kind.

Employee Signature: _____ Date _____

Employee Name: _____

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.