



# PUBLIC WORKS DIRECTOR/COUNTY ENGINEER JOB DESCRIPTION

Job Title: **Public Works Director/County Engineer**

Job Code: **PW100**

Pay Grade: **35**

Effective Date: **October 2007**

FLSA: **Exempt**

Revision Date: **October 2007**

## NATURE OF WORK

Under administrative direction, directs the Public Works Department (PWD) through effective planning, staff management, resource allocation, and sound fiscal practices; ensures the effective completion of PWD projects, and compliance with State and Federal regulations, and County policies, procedures, and goals.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops and implements Public Works Department (PWD) strategies and tactical goals to meet County objectives; evaluates strategies and determines resource requirements and program goals and deliverables; determines scope and priorities of projects; develops programs, policies, and resource utilization plans to support present and future needs.
- Directs PWD operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions to improve PWD operations; identifies and monitors long and short range goals and objectives.
- Manages PWD performance and productivity; directs the continuous improvement of the work products; ensures the overall integrity of the support and functionality of the PWD services.
- Monitors and evaluates regional trends in public works programs and services; interprets community concerns, defines desired results, develops solutions, and recommends new programs and strategies.
- Manages, allocates, and coordinates numerous internal and external resources; ensures effective communication of issues and strategies between PWD and County management team.
- Serves as County Engineer and performs statutory duties of the position; reviews, investigates, and approves plans, technical documents, permits, and procedures; coordinates PWD projects and planning with Regional organizations and State and Federal agencies.
- Directs and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; counsels, trains, and coaches staff; evaluates performance and implements corrective actions.
- Provides leadership, direction, and guidance in program management, technical strategies, and priorities; reviews and approves status reports prepared by technical staff and managers, and coordinates schedule and plan modifications; analyzes issues, develops recommendations, and implements solutions.
- Maintains a productive, efficient, and technically competent work environment; ensures project deadlines and performance standards are met; reviews land development proposals, defines technical requirements, and resolves issues.
- Develops, evaluates, and implements Department goals, objectives, policies, and procedures; monitors Department programs and develops standards for program planning and service evaluation; ensures the Department's activities are conducted in compliance with all laws, policies, regulations, and goals.
- Develops and monitors budget for programs and services; ensures appropriate services are provided; coordinates information and maintains effective communications between programs and other agencies.
- Negotiates and monitors contracts and agreements; provides leadership for emergency incidents.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Civil Engineering or related field; AND five (5) year's professional civil engineering experience, including two years of supervisory 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.

**KNOWLEDGE AND SKILLS:****Knowledge of:**

- County policies and procedures.
- Fundamentals of civil engineering, mathematics, and physics.
- Principles of design, construction, and maintenance of public works projects.
- Methods, materials, and equipment used in public works construction, maintenance, and repair.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Federal and State codes and regulations related to civil engineering and public works projects, including County Road Administration Board, Federal Emergency Management Agency, and Department of Transportation standards.
- Techniques and practices for efficient and cost effective management of resources.
- Principles and practices of financial management and budget development.
- Facility, vehicle and equipment maintenance procedures and practices.
- Principles of Information Technology, including Geographic Information Systems.
- Contract development, negotiation and management principles.
- Principles of record keeping and records management.

**Skills in:**

- Analyzing public works issues, evaluating alternatives, and developing solutions based on findings.
- Analyzing community needs, and prioritizing programs to meet the County strategies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance
- Interpreting and applying engineering standards and procedures, Federal and State rules and regulations, and City policies and procedures.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions and analyzing complex variables.
- Reviewing and verifying mathematical calculations.
- Working effectively with others to develop solutions for public works issues.
- Effectively presenting technical information to public and professional audiences.
- Analyzing, evaluating, and interpreting technical data.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other County employees, public officials, and representatives from other local, State and Federal agencies.
  - Communicating effectively verbally and in writing.