



Class Title: Director of Public Works

Pay Grade: 12

FLSA Designation: Exempt

Established: 3-09

Revised: 09-2014

Class Summary/Primary Function

The principal function of an employee in this class is to plan, direct, manage, coordinate and evaluate the operations of the Public Works Department which includes Road and Bridge and Solid Waste divisions. Primary duties include providing professional engineering recommendations to the Board of County Commissioners (Board) and the Planning and Zoning Commission; providing design review services to the Planning and Zoning Department; preparing long-range plans and ordinance amendments; developing and managing the department's budget; coordinating activities with County departments and local agencies; managing department staff and related human resources functions; establishing and requiring compliance with design and construction standards; and working effectively with the Board, agency officials, County staff, and the public. The County Engineer/Public Works Director must possess strong engineering and public relations skills. The position directly supervises the Solid Waste and Road & Bridge Supervisors. The work is performed under the general supervision of the Board of Commissioners although considerable latitude is allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment with field work involving inspections and site visits.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, manages, coordinates, and evaluates the operations of the Public Works Department;
- Coordinates feasibility, financial, design, maintenance, administration and construction activities;
- Analyses, develops and monitors fiscal and administrative policies and procedures;
- Works with other governmental agencies in the development and coordination of, and compliance with, federal, state and county rules and regulations related to highways, traffic, solid waste and all phases of community development;
- Coordinates with the Planning Administrator on planning, zoning, building, and land use issues;
- Supervises the Road and Bridge and Solid Waste divisions;
- Oversees preparation and issuance of permits for major construction projects, and the final construction approval of new roads, trails, rights of ways, drainage facilities and major construction projects;
- Establishes policies and procedures relating to public infrastructure and services and to protect the safety, health and welfare of the public;
- Attends Board of Commissioners and Planning and Zoning Commission meetings: provides accurate and current recommendations concerning construction and design standards;
- Ensures that all construction, roads and highways, and solid waste activities comply with all pertinent regulations;
- Interacts regularly with departments and agencies to coordinate functions;
- Prepares long-range plans and ordinance amendments;
- Communicates pertinent Board decisions to appropriate staff, consultants or affected parties;
- Prepares, submits and monitors annual expense/revenue budgets;
- Administers proper maintenance of records relating to all departmental activities;
- Establishes tracking procedures to ensure compliance with all public works regulations;
- Develops, manages, and monitors budget and fiscal activity to assure compliance with established cost and spending limitations;
- Conducts inspections and site visits;

- Administers departmental personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions, and reviewing salary issues;
- Attends public works-related meetings, hearings, conferences and training sessions; participates in professional organizations;
- Performs time management and scheduling functions to meet deadlines and set project priorities;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to requests from public officials; makes presentations to various groups; writes press releases;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions;
- Methods, procedures, equipment, standard practices, and objectives and standards of street and bridge construction, maintenance, and repair;
- Methods, procedures, equipment, standard practices, and objectives and standards of solid waste and refuse collection and disposal;
- Principles and practices of public works administration, including staff supervision and evaluation, mediation and conflict resolution, training, and project management;
- Federal, state, local, County and other applicable environmental and safety statutes, ordinances, and codes;
- Municipal budgeting methods, procedures;
- Public hearing, review, and approval processes;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer and job-related software applications.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the Public Works Department;
- Interpret and clearly explain County public works/infrastructure functions, policies, and procedures;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams;
- Represent the County and negotiate outcomes desirable to the County;
- Administer departmental personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions, and reviewing salary issues;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, contractors, developers, state and local elected officials and the public;
- Prepare accurate and reliable reports, presentations and regulatory documents;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Develop creative and effective resolutions to simple and complex problems;
- Determine priorities and make work assignments; follow-up to ensure desired results; and document actions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelors degree in civil engineering, public administration or a related field is required and a Masters degree is preferred;
- Five (5) years experience in engineering and public works administration, including supervisory experience, is required and four (4) years previous experience as a public works director is preferred; and
- Two (2) years experience in road and bridge construction and maintenance and solid waste management is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Idaho Professional Civil Engineering license
- Idaho driver's license

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, read, review and prepare documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs.; to operate a motor vehicle; to conduct field work and site visits; and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.