



# JOB DESCRIPTION

<b>Title</b>	<b>Assistant Public Works Director</b>	<b>Created</b>	July 2014
<b>Department</b>	Public Works	<b>Revised</b>	May 2019
<b>Job Class</b>	M7	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Exempt

## **Purpose**

This position performs a wide variety of advanced technical and engineering tasks in the investigation, location, design and construction of road, bridge and building projects. Prepares plans and specifications and solicitation packages for public works construction projects. Supervises the work of engineering employees in all phases of projects. Assists with the maintenance of county buildings and may supervise the work of facilities maintenance employees. Assists the Public Works Director in the general management, policy-making, planning and direction of the Public Works Department.

## **Essential Functions**

- Assume the duties of Public Works Director in director's absence. Represent Public Works Director at meetings and on committees at both the local and state level. Act on behalf of the Public Works Director in accordance with county policy in all phases of the operation of the Public Works Department.
- Develop, administer and evaluate engineering programs and personnel activities including land and construction surveying, all types of public works project design and construction, wastewater facility operations, and requirements for land development applications.
- Design, direct, review and approve the preparation of plans, standard specifications, cost estimates and bidding procedures for a variety of public works construction, facility capital improvement, and maintenance projects.
- Provide construction engineering, management and inspection.
- Prepare reports, operational plans, ordinances, resolutions and other technical papers as required for public works projects and programs.
- Provide supervision to employees including assigning and reviewing work; evaluating performance; effectively recommending or initiating promotions, transfers, new hires and terminations; and resolving employee grievances.
- Supervise road, shop, engineering, property management, and facilities maintenance employees as outlined under Supervisory Responsibility.
- Prepare engineering budgets; monitor fiscal operations and assist with development of Public Works operating budget. Evaluate current and anticipated departmental needs. Monitor appropriate budget(s).
- Supervise appropriate departmental purchasing activities; authorize purchase orders; authorize payments; monitor budget expenditures; specify, order and obtain quotes and bids on materials, supplies, equipment, capital outlay and professional services items.
- Assist with short and long term project selection, planning and scheduling of capital and maintenance projects for the Public Works Department; determine, prioritize and



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schedule the work of engineering employees.

- May assist with facilities management in the maintenance and repair of county facilities including structures, systems, equipment, grounds and utilities. Assist in the determination, prioritization and scheduling of maintenance, repairs, upgrades and replacement. Assist with specifications and contracts for purchases, services and construction.
- Manage consulting, maintenance, construction and equipment contracts for roads, bridges and facilities. Determine needs, prepare plans and specifications, monitor performance, evaluate progress, prepare monthly cost estimates, and authorize payment.
- Administer bridge maintenance management program. Manage federally required inspection program and monitor interim departmental inspections. Evaluate inspection results, determine and prioritize maintenance and repair projects.
- Confer with the public regarding complaints and inquiries regarding departmental activity, policies, standards and procedures.
- Develop and interpret policies and procedures; monitor and assure timely completion of assignments; take appropriate action to resolve operational and administrative conflicts and problems.
- Act as department/county representative with federal, state and local agencies; community and professional groups; Planning Commission and Board of County Commissioners, etc., to advise, present and justify departmental/county issues, policies and requirements.
- Follow all safety rules and procedures established for work areas.

## **Auxiliary Functions**

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

May fill in for Road Foreman as necessary to provide supervision to road crews. May fill in for Public Works Director. Maintain road and bridge records and plans. Maintain work areas in a clean and orderly manner.

<b><i>Mandatory Qualifications</i></b>
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Five years of progressively responsible supervisory and management experience in public works. Broad knowledge of systems, facilities, equipment, operation, testing, materials, methods and techniques involved in the various construction and maintenance activities of the department. Valid Oregon or Washington driver's license with a good driving record is required. Any satisfactory equivalent combination of experience or education may also suffice as determined by the Public Works Director.

<b><i>Desired Qualifications</i></b>
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Thorough knowledge of Public Works Department activities, policies and the laws pertaining to its operation. Thorough knowledge of the principles, practices and techniques of public works



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design, construction and maintenance. Engineering, surveying, road, bridge, construction and maintenance knowledge. Facilities design, construction and maintenance knowledge. Ability to supervise and train personnel, supervise and inspect the work of contractors, obtain adherence to plans and specifications, and develop and maintain professional relations with the public. Thorough knowledge of public contracting and purchasing laws, state and federal laws regarding employee rights and standard personnel management rules, regulations and policies. Working knowledge of computers and engineering and office software. Bachelor of Science degree in Civil Engineering and registration as a Professional Engineer in the State of Oregon, or the ability to obtain registration within one year. Registration as Professional Land Surveyor in State of Oregon.

## ***Physical Demands***

The following physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job such as the movement of books, files, maps, related equipment, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically capable to handle high mobility and visual demands, to operate field and engineering instruments, inspect maintenance and construction sites/projects, operate a motor vehicle, and to perform computer workstation activities. Infrequent work assignments acting as Road Foreman may require moving materials weighing up to 20 pounds.

## ***Working Conditions***

Majority of work assignments are conducted in an office environment. Occasional work assignment outside in all weather conditions in a wide variety of terrains. Long hours in hazardous or adverse weather conditions are sometimes required. Extensive close CRT work. Evening and weekend hours are routine, as needed. Serves on-call for both Road Department and Facilities Management as needed.

## ***Supervisory Responsibility***

Responsible for approximately 30 to 50 Public Works Department personnel through organizational channels; Daily supervision of employees engaged in road survey, design and construction engineering, computer applications, and various other associated departmental tasks. May supervise maintenance employees engaged in the various trades required to perform facilities maintenance and repair. May supervise contract employees for certain activities and as part of disaster response. Meets as needed with road and maintenance staff to review operations. Evaluates employee performance. Recommends actions on employee hiring, discipline and termination.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.