

ASOTIN COUNTY
JOB DESCRIPTION

TITLE: Public Works Director/County Engineer

DEPARTMENT: Public Works

REPORTS TO: Board of County Commissioners

JOB PURPOSE:

The purpose of this position is to administer the Asotin County Public Works Department including, but not limited to, County Road, Municipal Solid Waste, Stormwater and Geographical Information System (GIS) divisions. This position as it relates to county roads is mandated through RCW 36.080.010. 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 Public Works functions.

NATURE OF WORK PERFORMED:

This position requires accomplishment of responsible professional engineering and administrative work directing all facets of the Public Works Department. The position may administer outside resources as engineer(s) in responsible charge of some aspects of work, dependent upon staff workload, budget, and area of expertise necessary for the work. Specifically, this position requires administration and direction of the following:

- Administrative and personnel matters.
- Road and bridge design, inspection, construction and maintenance
- County equipment procurement and maintenance.
- Engineering review/approval of plats and other developments.
- Flood control and emergency operations related to roads.
- Landfill facility design construction, operation and maintenance.
- Landfill environmental monitoring program development and administration including groundwater, gas monitoring, and general operation permit compliance.
- County sewer system design, inspection, and maintenance.
- Assuring stormwater compliance according to state and federal guidelines.

This position requires interpretation of statutes, regulations and county policies related to public works activities. Work within this job description requires extensive contact with federal, state, tribal and local governmental agencies, private contractors, consulting engineers and the general public.

SUPERVISION EXERCISED AND RECEIVED:

Supervision is exercised directly over subordinate supervisors and through delegation over all Public Works Department employees as described in the current Public Works Organizational Chart.

Position works under the administrative and policy direction of the Board of County Commissioners.

EXAMPLE OF DUTIES: (duties include but are not limited to):

This position will require execution of diverse job duties and responsibilities. Examples of these activities include but are not necessarily limited to the following:

- Administer all engineering, construction and maintenance operations associated with county roads, regional landfill and stormwater. Responsible engineer-in-charge of design and construction of county roads as possible.
- Administer the landfill ground water monitoring program as required to comply with the Asotin County Regional Landfill operating permit.
- Develop and monitor progress of short and long-term program and operational plans for each division.
- Research and pursue relevant grant funding sources for continued development of the county road, landfill and stormwater operations facilities.
- Develop and administer division budgets, including review of staffing, equipment and capital improvement requests and presentation of budgets to the Board of County Commissioners.
- Develop and review division policies, functions and applicable standards.
- Confer and interface with the public on public works issues. Necessary job duties will include written correspondence and attendance at meetings.
- Participate in Regional Transportation Planning Organization and efforts.
- Evaluate staff performance, motivate staff to maintain department morale, and perform disciplinary actions when necessary.
- Present department activities, plans, project status and all approval items to the Board of County Commissioners during open public meetings.
- Prepare and present media statements as needed.
- Administer public works projects.
- Maintain and enhance training programs to sustain and further develop employee skills.

KNOWLEDGE AND ABILITIES:

Following are requirements for knowledge for successful completion of job duties associated with this position. If knowledge is not already possessed in certain areas, the successful candidate must have the ability to acquire the knowledge sufficiently and in a timely manner to perform the job satisfactorily.

- Civil engineering techniques as they pertain to roadways, landfill, stormwater, bridges and sewer design, construction and operation.
- Hydrogeologic principals as they relate to landfill operation including groundwater monitoring.
- Management principals and practices including use of human resource materials.
- Current literature, trends and developments in public works.
- Applicable federal, state and local laws and regulations relating to public works functions.

KNOWLEDGE AND ABILITIES: (continued)

Following are requirements for ability for successful completion of job duties associated with this position:

- Plan, organize and direct the Public Works Department.
- Apply judgement and discretion in analyzing and resolving problems and interpreting policies.
- Establish and maintain communications and effective working relationships with the Board of County Commissioners, subordinates, public and private officials and the general public.
- Effectively communicate and express ideas, programs and policies orally and in writing.
- Supervise, train and evaluate personnel.

WORKING CONDITIONS:

This position may necessitate more than normal office hours, particularly during emergencies. Most work will be accomplished in an office environment but may include field visits to remote work sites, projects and inspections including hiking in field terrain and in all weather.

EXPERIENCE AND TRAINING:

Bachelor of Science degree in Civil Engineering or related field with five (5) years of increasingly responsible engineering and management experience necessary to provide the knowledge and ability required.

MANDATORY LICENSES AND OTHER REQUIREMENTS:

Certificate of registration as a Professional Civil Engineer in the state of Washington or ability to obtain within six (6) months of hire.

Must have a valid driver's license to travel to training, meetings and conferences.

Employee must clear a criminal background check and pre-employment drug screening.