

DIRECTOR, PUBLIC WORKS

JOB PURPOSE AND SUMMARY

Department Head position directing the Public Works functions of Transportation, Operations and Maintenance, Equipment Services, Parks, and Environmental Services and others as assigned. Manages a staff of over 200 positions through intermediate managers. Reports to the County Administrator and represents, advises and assists the County Administrator and Board of County Commissioners in all Public Works services and functions.

At the discretion of the County, this position may be designated to act in the additional legal capacity of County Engineer. The additional designation as County Engineer provides authority to exercise technical review and approval for professional engineering and contractual services performed by and for the Department of Public Works as provided by WAC 1360 10-030 and RCW 36.80.

As of the date of publication, the major divisions, units and services of Public Works are:

- Road and bridge planning, standards and construction.
- Road and bridge maintenance and repair.
- Equipment and vehicle purchase, operation and maintenance.
- Construction and maintenance of storm water facilities.
- Wastewater treatment plant.
- Parks (under joint city-County Parks and Recreation Program).
- Solid waste planning and disposal.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

The director perform or oversee the performance of the following functions, in consultation and coordination with the Board of County Commissioners, County Administrator, other officials of the County and department management and staff:

- Determines overall department organization, mission, core services and allocation of financial, human and capital resources. Develops and manages short and long term department goals and priorities.
- Guides and leads the development, interpretation and application of policies and practices within each of the department's functional areas.
- Measurement and evaluation of departmental, divisional and individual performance and effectiveness.
- Develops and maintains effective personal and department-level working relationships, including other governments, other County departments, community organizations,

neighborhood groups and individual citizens. Represents the department in relations with state, federal and local regulatory agencies.

- Develops and oversees policies, programs and activities involving community relations, community education and public information. Promotes optimum community participation and input into department activities and manages the departments relations with print and electronic media.
- Fiscal management including development and presentation of the department's operating budget, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating department goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment and all administration and record keeping.

KEY PERFORMANCE INDICATORS

- Department and division performance in relation to service needs and demands.
- Effectiveness of resource allocation and financial management.
- Human resources productivity, cost-effectiveness, organizational climate.
- Effectiveness of organizational structure, policies and procedures.
- Effective use of technology and automation.
- Quality of community relations and public involvement.
- Quality of internal (county and departmental) communications and coordination.
- Foresight, proactivity and planning.
- Interpersonal, oral and written communication skill.

QUALIFICATIONS

Bachelor's degree and 8-10 years responsible management experience providing expertise in the direction of Public Works programs and services. A master's degree in public administration, civil engineering or a related field is highly desirable. The ideal experience would provide a thorough knowledge of public works infrastructures such as transportation and wastewater treatment with exposure to other areas such as parks, fleet management, solid waste management and storm water management.

When serving in the second capacity as County Engineer, the incumbent must be registered as a professional civil engineer in the State of Washington. Job candidates must possess the credentials and ability to procure such registration within the first six months of employment.

Knowledge of . . . the principles and practices of public administration as applied to public works functions within the scope of responsibility. These include transportation design, planning and construction, civil engineering, and the related physical sciences; road engineering, construction, inspection, and investigation; solid waste management and wastewater treatment; federal, State and County standards applicable to public works projects; principles and practices of human resources and financial management; roadway and right-of-way maintenance practices and techniques.

Ability to . . . effectively fulfill the key responsibilities of the position as listed above; exercise sound judgment in the independent development of solutions to complex technical, administrative and managerial problems; direct and coordinate the inspection, negotiation and control of the work of private contractors; plan and utilize current technology in addressing personal and division responsibilities; communicate and express ideas effectively, orally and in writing; work responsively with community and business groups and group activists representing a wide variety of interests; effectively and collaboratively balance competing interests and approaches.

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