



# PUBLIC WORKS DIRECTOR JOB DESCRIPTION

Job Title: **Public Works Director**

Pay Grade: **137**

FLSA: **Exempt**

Job Class: **TBD**

Effective Date: **October 2007**

Revision Date: **February 2025**

## NATURE OF WORK

The Director reports directly to the County Manager and works under broad directives with considerable latitude for independent judgement and decision making to effectively implement the goals of the Department, County Manager, and the Board of County Commissioners. The Director has full responsibility and authority for organizing, directing, and coordinating the activities and operations of the department in an effective, efficient, and fiscally responsible manner.

Under general direction, the Director provides direction and leadership to the Public Works Department (PWD) through effective planning, staff development, resource management, and sound fiscal practices; ensures the effective completion of PWD projects, and compliance with State and Federal regulations, and County policies, procedures, and goals. The Director provides regular status reports for department activities and active projects and provides direction and recommendations to the County Manager and Board of County Commissioners of actions to be taken.

The Director is responsible for the following Divisions and Services;

- **Solid Waste:** Responsible for two transfer stations and recycling and hazardous waste programs
- **Airport:** Provides operational management of two County-owned general aviation airports
- **Water/Sewer Utilities:** Provides operational and maintenance services for County-owned water and sewer utilities
- **Administrative Services:** Support for internal information technology services, employee and labor relations, public information requests, customer services, and general administrative support
- **Accounting:** Responsible for departmental accounting and finance, including payroll, utility billing, accounts payable/receivable, grant administration, tax reporting, budget, and audit support
- **Engineering:** Provides engineering and environmental services for design and construction of road improvements, stormwater, and emergency repairs. Provides development engineering review for private development adjacent to county road right of way.
- **Contract Administration:** Responsible for grant tracking, reimbursements, and reporting, contract management, FEMA project tracking and reporting, project advertisement, bid opening, and contractor invoicing.
- **GIS:** Responsible for maintaining County GIS and mapping program, collaborating with other offices, departments, and organizations, and providing mapping support.
- **Real Estate:** Provides parcel reviews, property appraisals, property acquisition and negotiation services in support of County projects, road vacations, road approach reviews, utility franchises, WSDOT coordination, and general County right of way support services.
- **Roads Maintenance:** Provides road maintenance services to include snow and ice, surfacing, drainage, vegetation, and traffic.
- **Fleet Services:** Purchase, maintain, and surplus all County owned vehicles and heavy equipment.

**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 department 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.
- Provides effective direction to the department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues and recommends and implements solutions to improve department operations; identifies and monitors long and short-range goals and objectives.
- Provides effective leadership to staff to maintain a culture of collaboration and teamwork to maximize the effectiveness and efficiency of the department.
- 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.
- 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.
- Responds to or directs the resolution of inquiries, problems, complaints, or emergencies affecting department availability or quality of services.
- 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.
- Coordinates projects and programs with other County departments and offices and supports long range and strategic planning efforts for the County.
- Represent the County before local, state, and federal agencies, stakeholder groups, and other community committees and organizations
- Develop, negotiate, review, and monitor contracts and agreements
- Provides leadership during emergency incidents.
- Performs other duties as assigned

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Civil Engineering, Business Administration, or related field; Master's Degree is preferred; AND

Five (5) years of senior level administrative and managerial experience associated with public works functions, including three (3) years of extensive supervisory experience; OR an equivalent combination of education, training, and experience.

Registration as a Professional Engineer with the Washington State Board of Registration, OR by the technical board of another state is preferred.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Public works administration, including maintaining and expanding public infrastructure, grant administration, risk management, and state and federal funding requirements.
- Local, state, and federal laws, codes, regulations, policies, and procedures
- Principles and practices of effective leadership and supervision
- Principles of design, construction, and maintenance of public works projects.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- 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.
- Contract development, negotiation and management principles.
- Principles of record keeping and records management.

**Skilled 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
- 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.