



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Public Works Director
Department: Public Works
FLSA Status: Exempt
Job Code: 3401
WC Code: 9410
Effective Date: September 1, 2005
Last Revised: January 1, 2010
Pay Grade: NU24
Union: Non Union (Management)

SUMMARY

Administers, organizes, plans, directs and controls the activities of all programs in the Division including budget and personnel management for approximately \$15,000,000 and 60+ employees. The programs include Roads and Bridges, Engineering, Public Works Fleet, Solid Waste, Josephine County Fleet, Josephine County Transit, and the North Valley Industrial Park. These programs, services and facilities are to meet the needs of external and internal customers and add value to the community.

Works closely with Division Managers, Program Managers, and Program Supervisors to assure that: effective program, facility and service cycles are sustained; establish and accomplish significant, measurable goals and objectives; and improve efficiency and maximize effectiveness. Directs delivery of these programs by conceptualizing, developing and implementing policies, procedures and program priorities consistent with policy established by the Board of County Commissioners.

Determines the most effective utilization of resources in order to carry out Division goals and objectives for providing services to the citizens of Josephine County. Additionally, performs work on special projects related to the Division as requested and directed by the Josephine County Board of Commissioners. Work is performed under the general direction of the County Board of Commissioners who review work on the basis of results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Responsible for the preparation, monitoring and reporting of Division and Program budgets and ensuring that program delivery occurs within approved funding levels. Formulates and presents budget to Budget Committee; monitors dedicated state and federal road revenue, and other revenues, to insure financial stability of Division.
2. As part of the budgeting process, develops an overall annual Public Works Plan which includes, but may not be limited to short and long term goals; annual budget policies; budget summaries for major program areas;

long range capital improvement program; long range equipment acquisition program; and property and maintenance management programs. Monitors a comprehensive cost accounting system which tracks expenditures on all roads, bridges, projects, special facilities, services, and fleet vehicles, including all public works fixed and expendable material asset inventories.

3. Sets priorities for the Division after assessing competing demands and the availability of human, fiscal, and equipment resources needed for effective policy implementation.
4. Responsible for personnel management in the areas of interviewing, hiring, training, developing, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, resolving disputes and problems, grievance resolution, and compliance with all applicable laws and guidelines.
5. Develops, prioritizes implements, monitors and evaluates all programs, facilities, and services to assure they are meeting the infrastructure needs of the community and supporting commerce, while preserving the public safety and environment, and insuring compliance with state public works and land use related statutes and administrative rules.
6. Facilitates local planning, and development of transportation related programs and ensures that programs are coordinated county-wide and consistent with established policies and procedures. Directs development of new programs. Engages in long range planning with the Board of Commissioners and other groups necessary to meet future needs of the various components of the transportation system.
7. Meets regularly and participates in regional and state organizations, commissions, task forces and groups to promote and coordinate public works and transportation and land use planning programs; represents the County to draft, introduce, advocate for and testify on public works and transportation and directs such activities regarding land use legislation. Also represents the Division in the community, or directs staff to represent specific divisional programs in the community, by providing information and responding to inquiries, concerns and complaints from citizens regarding land use planning, zoning, regulations, public works programs, facilities and services.
8. Provides consultation and/or professional/technical assistance to other professional and technical staff members in such areas as engineering, facility maintenance operations, fleet management, wastewater systems, solid waste management, land use planning, general program planning, development, and management techniques and strategies.
9. Drafts, reviews and implements local and statewide rules, policies and procedures.
10. Interprets and applies transportation, public facilities, environmental laws, land use laws and regulations. Responsible to see that contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed and administered.
11. Assesses the quality of programs or services provided by collecting, reviewing and evaluating data. Consults with staff and reviews information to determine what improvements are needed.
12. Addresses news, media, community, and professional groups on Division programs. Meets with community and neighborhood groups to facilitate consensus building approaches to implementation of projects and programs. Maintains liaison with representatives of other agencies and the public to resolve disputes.

SUPERVISORY RESPONSIBILITIES

Directs the activities of division managers and program managers, and program supervisors who in turn oversee a total of approximately 70-85 employees. Responsible for the overall direction, coordination, and evaluation of the entire Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Business Administration/Management, Public Administration, Civil Engineering, Planning, or a related field, with four to ten years related administrative and management experience, or an equivalent combination of education and experience. Prefer Master's degree in above subjects and technical and administrative knowledge in the areas of engineering, public works, transportation, construction, maintenance, property, planning. Considerable knowledge and experience in regards to county and state budgeting and formulating goals, objectives and programs to address the needs/concerns of the community.

JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, public embarrassment, personal injury and possible loss of life to employees or the public, due to; facility design error, improper management of construction, improper assessment or interpretation/application of laws and regulations, improper work procedures on public highways or sites, contamination of environment from solid waste or wastewater treatment discharges.

JOB CONTACTS

This position requires working directly with the Board of County Commissioners, other county divisions and programs, city, county, regional, state and federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts to ensure that division programs, facilities, and services are directed toward achieving infrastructure and service needs of the community. Incumbent also participates as a member of professional associations and committees to draft and advocate for and testify on legislation related to Division programs.

LANGUAGE SKILLS

Ability to lead staff in a multi-program setting; interpret and apply rules, policies, procedures, and statutes to the decision making process as it applies to the Division programs and operations; develop and implement programs and policies in order to increase Division's effectiveness. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with agencies, service providers, state agencies, other employees, and the general public. Ability to read, analyze and interpret the most complex documents; respond effectively to the sensitive and confidential inquiries or complaints; write speeches and articles using original or innovative techniques or style; and make effective and persuasive speeches and presentations on complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to research and apply for grant funding; provide appropriate documentation to funding agencies and maintain a relationship in accordance with reporting requirements.

CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a professional engineer in the state of Oregon is preferred.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in an office environment and sometimes in the field to review appropriateness of construction and maintenance activities. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The position is impacted by the necessity of meeting timelines established by law, uncontrollable work flow, the need to make immediate decisions regarding public exposure/contamination to dangerous facility

conditions or environmental hazards, and uncontrollable interruptions. This position is on-call to respond to and direct emergency situations and natural disasters affecting the County's infrastructure.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25+lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>