



CLASS SPECIFICATION

Class Title: Director, Public Works
Department: Public Works
Merit Status: Exempt
FLSA: Exempt

Class Code: 9515
Eff. Date: 4/1/86
Grade: 34
Revised: 09/01/99

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Under broad policy guidance and direction from the Davis County Commission, performs professional administrative and supervisory work in directing the Davis County Public Works Department.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Directs the planning, development, coordination and operations of all Public Works functions and responsibilities. Oversees long-range planning and development of public works programs and projects; identifies and develops long term goals and requirements for the department.

Supervises departmental selection process and ensures hiring practices comply with the Davis County Merit System Ordinance and all applicable federal employment laws. Hires and supervises department personnel; ensures proper training of personnel; assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; addresses employee performance problems; determines and initiates disciplinary action as necessary.

Directs the processing of personnel actions, requests to hire, purchase orders, and expenditure vouchers in accordance with policies and procedures.

Develops department policies to ensure compliance with city, state, and federal regulations.

Ensures compliance with all federal, state, and local environmental regulations.

Ensures projects, tasks, and services are completed in a timely manner and with satisfactory results and quality.

Plans, organizes, and supervises county road construction and vehicle maintenance; supervises and coordinates county drainage and flood control projects; determines equipment, material, and staffing needs; implements the start up of new facilities and transfer of operations.

Directs and supervises the design, preparation, and negotiation of engineering contracts; administers construction contracts; assists in right of way acquisitions; inspects all county designated storm drain facilities; initiates ordinances and policies to remove encroachments.

Supervises the review of contractor pay requests; supervises inspectors and competitive bidding.

Supervises the repair and maintenance of county road equipment; performs periodic equipment

inspections; assesses needs and submits request for equipment to the County Commission.

Supervises the maintenance of daily records of time worked, material usage, work locations, and other pertinent information regarding assigned projects; coordinates projects with city and county officials and responds to their requests.

Assists municipalities within the county in planning road construction and maintenance efforts and develops strategies to complete projects; acts as a liaison with other departments.

Prepares and presents department budget; monitors and approves expenditures, and operates within approved budget; approves purchases for equipment and supplies and ensures proper inventory maintenance.

Assists employees in all aspects of road or flood construction and maintenance work; resolves employee grievances.

Responds to citizens' complaints regarding County operations.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in Civil Engineering, plus eight (8) years of full-time civil engineering experience, two (2) years of which must have been in a supervisory/administrative position; an acceptable combination of education and experience may be considered.

2. Special Requirements:

Must be licensed by the Utah Division of Occupational and Professional Licensing as a Professional Engineer.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: civil engineering; flood control and storm drainage; statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, etc.; contractor pay requests; preparation, negotiation, and management of contracts; principles of effective management and supervisory

techniques and practices; finance and budgeting principles and practices; maintenance, repair, and construction techniques; County and departmental policies, procedures, and practices. Working knowledge of: road construction safety guidelines and regulations; computer operations.

Skill in operating backhoe, grader, and other construction equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise reasonable independent judgment and make sound decisions; direct, assign, supervise, and evaluate the work of others; promote team building; address employee performance problems; initiate and impose disciplinary action as necessary; analyze, interpret, prepare and report financial data; analyze and solve complex problems; prepare and present reports; prepare and manage annual budget; make decisions and perform efficiently under pressure/deadlines; compose professional correspondence, reports, contracts, and other documents; work for sustained periods of time maintaining concentrated attention to detail; respond to emergency situations before and after regular work hours; coordinate and direct a variety of major construction and maintenance programs related to public works projects with multiple organizations; prioritize tasks; operate computer hardware and applicable software; work independently; deal well with upset and irate individuals; occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, employees in other departments, vendors, other agencies, and the general public.