



JOB DESCRIPTION

JOB TITLE: Director of Public Works

JOB CODE: 3050

DEPARTMENT: Public Works

FLSA STATUS: Exempt

REPORTS TO: County Manager

SUMMARY OF JOB PURPOSE

The Director is responsible for organizing, directing, and coordinating the activities and functions of the divisions of the Public Works Department, including Administration, Building & Fleet Services, Roads, Utilities, Utility Engineering and Compliance, and other divisions within the Department.

ESSENTIAL FUNCTIONS

1. Through Division Heads and Supervisors, directs a staff of professional, technical, skilled, unskilled, and clerical employees.
2. Provides general oversight and direction on the design, construction, and maintenance of public roads.
3. Provides general oversight and direction on the design, construction, and maintenance of County buildings and facilities.
4. Provides general oversight and direction on the design, construction, and maintenance of County water and wastewater infrastructure.
5. Oversees and directs Public Works administrative activities including budget preparation and execution, purchasing, and contracting; responsible for the performance planning and financial management of the department; responsible for development of the County's annual CIP (Capital Improvement Project plan).
6. Effectively manages supervisors of the assigned divisions; evaluates and analyzes department issues, and recommends and implements solutions; participates in the interview and hiring process, training of employees, and planning, assigning, and directing work; develops staff skills; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
7. Advises the County Manager, Planning Commission, and the Board of County Commissioners on matters concerning departmental activities, and provides technical engineering analysis and recommendations on Public Works projects, activities, and related issues.
8. Works with representatives of Federal, State, and County agencies, Towns, and other levels of government on various Public Works projects, functions, and activities.
9. Provides outreach to the public, civic organizations, professional groups, industry organizations, the press and others regarding departmental activities. Attends meetings of professional societies and presents information to civic groups on Public Works programs.
10. Prepares studies, reports, and related correspondence regarding departmental activities and functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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11. Promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate; works with other Department Managers/Officials to streamline and provide quality customer-focused programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Engineering, Public Administration, or other closely related field and seven (7) years of progressively responsible experience in municipal, engineering, or public works administration, with at least three (3) of those years at a supervisory/management level. Experience in the public sector and advanced degree in engineering or directly related field is desirable.

LANGUAGE SKILLS

Ability to read, analyze, interpret common scientific journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to management, public groups, and/or boards and commissions.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

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

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the administrative principles and practices of municipal and public works administration; budget and fiscal procedures, personnel administration, and public relations; contract law, and operation of municipal utilities and enterprise funds; principals of supervision, training, and performance evaluation; principals of business letter writing and report preparation; pertinent Federal, State, and local codes, laws, and regulations. Must be able to communicate effectively by telephone, facsimile, computer, and before groups of three or more people; must be able to operate computers and peripherals, photocopiers, two-way radios, facsimile machines, complex machines, and to train others in their operation.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; registration as a Professional Engineer in the State of Nevada within ten (10) months of employment; possession of a Water Rights Surveyor License in the State of Nevada is desirable.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the noise level is usually moderate to loud. While performing the duties of this job, the employee may be required to sit and/or stand for extended periods of time; frequently exposed to outside weather conditions; occasionally exposed to moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, and vibration; may be required to go into the field and make inspection under adverse physical conditions and situational circumstances.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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