

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Director of Public Works,
County Engineer

Department: Public Works, Road and Bridge

Reports To: County Administrator

Date: July 2002

PURPOSE OF POSITION:

The purpose of this position, under executive supervision, is to plan, organize, and supervise the activities of the Public Works Department through five supervisors in the areas of Road and Bridge, Environmental Services, Planning and Zoning, and County Parks. The Director has the overall responsibility for coordinating the design, construction and funding of related County public improvement projects as well as coordinating Department activities with other County Departments, various government agencies, and consultants. The Director serves as the primary spokes person for all Public Works functions and related activities to include strategic planning, serving as County Engineer and Director of Road and Bridge Department, and performing additional tasks as assigned by the County Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervise department personnel through five supervisors and maintains an environment that promotes continuous employee development and continuous improvement of Department operations.

Approves, prepares and directs County construction projects, and oversees Department operations to include equipment maintenance, highway maintenance, and accounting functions.

Directs, administers, and monitors Department construction contracts, insuring contractor performance and compliance with plans and specifications, and responds to questions and concerns by contractors or landowners.

Facilitates the identification of problem areas and recommends areas as focus for process redesign to promote improved Public Works operations.

Facilitates, through teams of employees of all levels, the research and evaluation of alternative Public Works process strategies and the potential benefits to be derived from their implementation.

Conducts and facilitates employee reviews utilizing the principles of performance management that provide subordinates with an understanding of their level of performance, employee strengths and areas of improvement, and an insight into their future goals and opportunities. Maintains confidentiality.

Oversees Department labor issues to include administrative and personnel policies, oversees the maintenance of appropriate levels of Department labor, the general conformance with employee rules and the administration of disciplinary measures when necessary. Oversees and approves employee schedules, vacation time off, job evaluation, performance reviews, and wage adjustments, as appropriate. Administers drug and alcohol testing programs. Maintains confidentiality.

Supervise the County Environmental Services functions, including landfill, hazardous waste, and recycling

activities; supervise the County Park activities; supervise the County Planning and Zoning functions to include inspections and permits, as well as ditch and weed activities; supervise Road and Bridge maintenance shop function to include determining priorities, and required parts inventory; supervise the County Engineering functions including the development of preliminary engineering studies, feasibility studies, and compliance with all related federal, state, and local regulations.

Implements related emergency responses across all critical Department activities. Prepares and responds to public, federal, state and local elected official inquiries. Represents and reports to County Board in Public Works related areas when required.

Participates in meetings with outside agencies, local political groups, developers, and the general public to represent the Department and provide direction regarding County Engineering and contracting standards; communicates relevant information to the County Board.

Prepare and submit annual report and funding applications to the Board of Commissioners; prepares department budget and assist unit supervisor in the preparation of their individual division budgets; prepares and submits regulatory, administrative, and management reports as required; reviews and analyzes informational reports.

Approve and direct purchase of new and replacement equipment under guidelines established by Board of Commissioners.

Directs bridge and culvert safety inspections for the County to insure compliance with state and federal regulations; serve as the County Safety Inspector and supervise and implement the Safety Program to include insuring County compliance with OSHA safety requirements.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's degree in Civil Engineering; with a minimum of five years experience in Engineering, Roadway Design, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Progressively responsible Management experience required.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements:

Must be physically able to operate a variety of machines and equipment including calculator, computer, automobile, pickup truck, telephone, fueling system, radio system, copiers, pressure washer, facsimile machine, and various tools.

Must be able to move or carry job-related objects or materials. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing inspection of culverts, bridges, road ditches, etc.

Physical demand requirements are at levels of those for medium active work.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.

Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional information.

Environmental Adaptability:

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Work is normally performed in both an office environment and outside. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, toxic agents, noise, electrical currents, and machinery.

Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.