

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC WORKS, DIRECTOR OF

Spec No. 1080

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Department of Public Works.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs all operations of the department including engineering, roads maintenance, surface water drainage and the solid waste utility.
2. Supervises and directs the work of subordinate supervisors, managers and directors; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Prepares and submits the annual departmental budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives, and funding requests; administers the approved departmental budget.
4. Evaluates departmental operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
5. Coordinates departmental operations with other county departments, advisory boards, and outside agencies as required; confers with and advises county elected officials on various issues and problems concerning the department.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in civil engineering; PLUS, eight (8) years of experience in professional engineering work including at least three (3) years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Registration as a professional civil engineer in the State of Washington may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of civil engineering;
- the principles and practices of bridge and road construction and maintenance;
- the laws, rules, regulations and legislation governing various public works projects;
- the principles and practices of program planning, organization, budgeting and administration;
- the principles and practices of effective supervision.

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC WORKS, DIRECTOR OF

Spec No. 1080

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, organize and direct the operations of a major county department;
- plan, coordinate, supervise and evaluate the work of subordinate employees;
- prepare and administer the departmental budget;
- analyze departmental operations, initiate changes and to take effective action to correct deficiencies and resolve problems;
- work under pressure and to delegate responsibility;
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of outside agencies, and with the general public;
- communicate effectively, both verbally and in writing;
- prepare a variety of correspondence, reports and other written materials;
- read, interpret and apply a variety of laws, rules and regulations governing departmental operations including county personnel rules and regulations.

SUPERVISION

The employee reports directly to the County Executive through the Deputy Executive. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code. Work is reviewed through meetings, status reports and results obtained. Direct supervision is exercised over subordinate managers and directors including the Engineering Director, the Roads Maintenance Director, the Solid Waste Director and the Administrative Services Manager.

WORKING CONDITIONS

Usual office environment with periodic field visits to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: pre-1980

Revised: November 1982; March 2016

Pay Grade: 116 – Management Exempt Pay Plan

EEO Category: 1 – Officials and Administrators

Workers Comp: 5306 Non-Hazardous