

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PUBLIC WORKS SUPERVISOR I**

Spec No. 3037

### **BASIC FUNCTION**

To supervise a work group of skilled employees performing technical public works assignments.

Distinctions in levels are determined based upon the size of staff, the number of areas and the level of knowledge and experience necessary to perform effectively, scope of program responsibility and the overall impact of the function on the department and community.

Any position within the series may perform duties associated with any of the other positions in the series. Reclassifications within the series should only be made when a particular position meets on a routine basis a preponderance of characteristics that distinguish one position in the class from another.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans and directs all office and field activities related to a specific division function.
2. Acts as a technical resource for staff resolving problems; oversees the preparation of work products necessary to carry out functions and operations of the work group while remaining consistent with county and department standards, principles, methods and priorities; signs off on appropriate documents as required.
3. Assigns, supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, and termination of subordinate employees.
4. Develops and implements policies, procedures and budgets related to specific work group functions and ensures that area of operations complies with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
5. Coordinates operations and promotes partnerships with other Public Works Department divisions and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Supervises or participates in the conduct and review of studies, needs assessments and other activities used to plan or evaluate services provided by the work group; drafts and recommends modifications to applicable ordinances, regulations, policies, procedures and standards.
7. Prepares reports and recommendations to the County Council, various community groups and outside agencies as necessary; may conduct or participate in public hearings to explain program plans and solicit public input.
8. Responds to inquiries from the public regarding specific problems or issues in area of assignment.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Prepares grant applications and other documents to obtain alternative or supplemental funding sources for programs; negotiates and administers participation contracts with groups, agencies and individuals; maintains liaison with representatives of funding agencies as necessary.
10. Prepares short term and long range work program and service plans which identify and prioritize proposed projects and programs.
11. Assists the supervising director, supervisor, or manager in developing and implementing systems, programs, and long range plans to provide for effective DPW operations.
12. Advises Division Director or Supervisor on the need for public information and involvement efforts; directs design and implementation of such efforts.
13. Performs other related duties as assigned.

### Distinguishing Characteristic of Class:

Regularly interacts with other Public Works Divisions.

### MINIMUM QUALIFICATIONS

A Bachelor of Science or Arts degree and three (3) years of experience equivalent to a senior technical position within the area of specialization; OR any equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques in area of assignment;
- federal, state and local laws, rules and regulations related to area of assignment;
- the principles and practices of planning, organization and supervision;
- the principles, practices and procedures associated with budget preparation and administration;
- the methods and techniques used in conducting related studies and needs assessments;
- if applicable to the position, the principles and practices of grant writing, contract negotiation and administration;
- the literature, trends and developments in the area of specialty.

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, coordinate and supervise a functional area of the division;
- supervise and evaluate the work of subordinate employees;
- develop work plans, schedules and budgets;
- allocate and make effective use of available resources;
- assess the relative advantages and disadvantages of alternative courses of action;
- gather, analyze, synthesize and evaluate a variety of data including statistical data;
- read, interpret and apply federal, state and local laws, rules and regulations governing area of assignment;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- establish and maintain effective working relationships with elected officials, department management associates, subordinates, representatives of other agencies and with the general public;
- communicate effectively, both orally and in writing;
- prepare a variety of correspondence, reports, and other written materials and documents.

### SUPERVISION

The employee reports to and receives direction from a supervisor. The employee supervises at least four full-time staff and may supervise temporary employees. The work requires considerable independent judgment and discretion in developing and achieving work unit goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

#### *Distinguishing Characteristic of class:*

Supervises a group of employees in a technical classification.  
May report to higher level group supervisor.

### WORKING CONDITIONS

The work is performed in an office environment but may require frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or holidays as necessary.

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

[EEO policy and ADA notice](#)

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Class Established: March 1986 as Engineering Group Supervisor I

Revised and Retitled: June 1999

EEO Category: 2 – Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous