

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PUBLIC WORKS SUPERVISOR IV**

Spec No. 3290

### **BASIC FUNCTION**

To supervise a section of employees performing complex engineering, scientific, surveying or planning assignments requiring the application of a broad range of engineering, scientific, surveying or planning principles and methods. Position leads and is responsible for developing or implementing significant public works programs of a sensitive or controversial nature, or involving important public policy considerations and issues.

Supervises at least ten staff and may supervise temporary employees and other supervisors in the work group.

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

1. Plans and directs all office and field activities related to a specific section function.
2. Acts as a technical resource for staff resolving problems; oversees the preparation of plans, designs, reports and documents 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 section 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 partnership with other county departments 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 section. Drafts recommended 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. Recommends modifications to county codes and associated regulations, procedures and engineering standards.
11. Prepares short term and long range work program and service plans which identify and prioritize proposed projects and programs.
12. Assists in developing and implementing systems, programs, and long range plans to provide for effective DPW operations.
13. Advises on the need for public information and involvement efforts; directs design and implementation of such efforts.
14. Performs other related duties as assigned.

### WHEN ASSIGNED TO THE BRIDGE GROUP IN THE ENGINEERING SERVICES DIVISION:

15. Plans and directs all office and field activities related to the inspection, design, maintenance and construction of County bridges.
16. Assist with the design, maintenance and construction of other civil structural items such as, walls, culverts, signs, signals and detention vaults.
17. Oversees the preparation of studies, reports, design calculations, construction plans, construction specifications and construction estimates for County bridges and other public works projects. Will affix Professional Engineer Stamp and signature on appropriate documents as required.
18. Oversees Bridge Condition Inspections in accordance with National Bridge Inspection Standards for all County bridges plus many other Local Agency Bridges. Reports Bridge inspection findings to the County Engineer, the County Legislative Authority and the Washington Department of Transportation.

### *Distinguishing Characteristic of Class:*

Position involves a high level of technical proficiency.  
Position frequently plays a lead role in independently managing controversial issues and/or is primarily responsible for discharging specific statutory duties.  
Position manages a diverse range of issues and complex problems on a routine basis in an independent manner.

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Position regularly represents the department in decision oriented meetings.  
Position develops and controls work group budget.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in a professional field related to the group function (degree in Civil Engineering for Bridge group); and six (6) years of professional level experience with at least three (3) years of supervisory/lead experience; 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 Professional Civil Engineer License in the State of Washington is required for engineering position or appropriate professional certification or recognition in non-engineering fields.

When assigned to the Bridge Group, a Professional Structural Engineer License in the State of Washington is required.

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 engineering or scientific studies and needs assessments
- the principles and practices of grant writing, contract negotiation and administration
- literature, trends and developments in the area of specialty

Ability to:

- plan, coordinate and administer a functional area of DPW
- manage staff to strategically meet delivery of DPW projects or program area responsibilities
- delegate assignments to staff to best utilize resources and provide opportunities for career growth
- supervise and evaluate the work of assigned staff
- coach and mentor staff in performance of their roles and responsibilities

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### KNOWLEDGE AND ABILITIES (Continued)

- provide staff training and develop their skills to meet program needs
- foster a positive work environment and expectations for professionalism and respect
- develop work plans, schedules and budgets
- assess the relative advantages and disadvantages of courses of action and use judgment to determine the best approach and potential program risks
- collaborate and confer with other groups and management to develop solutions and outcomes for changing project or program needs
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- develop inter-local agreements and funding strategies to provide effective service levels to the community
- manage consultant contracts for the planning, design and/or construction of major public works projects
- 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 heads, associates, subordinates, representatives of other agencies and with the general public
- lead programs with public groups
- 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 manager or director. 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.

### WORKING CONDITIONS

The work is performed in an office environment with 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: June 1999 as Public Works Supervisor IV

Revised: June 2017, November 2017

EEO Category: 2 - Professionals

Pay Grade: 248 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous