



FRANKLIN COUNTY JOB POSTING Public Works Director

Open Date: December 17, 2021	Location: Franklin County Public Works 3416 Stearman Ave Pasco, WA 99301
Close Date: January 15, 2022	Type: Full-Time, Non-Bargaining
Reports to: County Administrator	FLSA Status: Exempt
Salary and Benefits: Grade 22, Annual Range \$100,068.80 – \$134,284.80, DOQ; Full Benefits Package **Potential incentives available for qualified candidates**	

SUMMARY

The Public Works Director creates short and long-term strategic direction and develops and implements policies, procedures, programs, budget and related technology and support systems to achieve related goals and objectives for the Public Works and Planning and Building Departments. This position directs, evaluates, continuously improves the operation of the departments oversees the facilities, equipment, materials, employees, and the development, modification, and implementation of the Public Works functions including county roads, motor vehicles, solid waste, paths and trails, and planning and building. This position ensures departmental operations are being conducted according to current Department and County practices, in order to provide safe, economical, and environmentally sound public road facilities and services and to assure quality in the construction and land development process.

ESSENTIAL FUNCTIONS OF THE JOB

- Communicates and coordinates with the County Engineer/Assistant Public Works Director and Planning and Building Director with respect to administration, budgetary, and labor/employee issues as they relate to the department's strategy and operations.
- Directs the negotiation and review of department contracts. Oversees and evaluates bid proposals on equipment; directs the purchase and acquisition of supplies and equipment, ensures complete and thorough accounting of all equipment, parts, supplies and other Public Works resources.
- Analyzes and recommends improvements to existing facilities, equipment, and public works systems. Develops and maintains systems and records which provide for proper evaluation, control and documentation of assigned operations.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of operations and services. Responds to the most sensitive or complex inquiries or service complaints.
- Develops, administers, and monitors an accurate, realistic, and fiscally sound department budget and fiscal operations, including payroll, of assigned departments. Approves, monitors and manages expenditures, revenues, and costs in a timely manner, ensuring compliance with approved budget and in accordance department goals, objectives and county standard practices.
- Plans, organizes, assists and directs the work assignments/schedules for the programs, plans, requirements, and administration of services for assigned departments in accordance with related codes, ordinances, regulations, laws, and County guidelines, as described under Franklin County codes and policies, work rules, and safety requirements according to current department and county practices:

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- Directs the staff selection process activities and provides or coordinates new employee orientation, including County and department policies, employee handbooks, and initial position training.
- Evaluates employee performance and provides consistent and timely performance feedback and coaching. Provides support, identifies and coordinates training or development activities as needed to enhance employees' effectiveness, responds to grievances, and manages performance issues up to and including administering discipline and termination. Supports direct report supervisors in role of managing employee performance.
- Pursue self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Plans, organizes, directs, and communicates the development, implementation, and progress of the department and division goals, objectives, budget, policies, procedures, priorities, safety requirements, and performance standards to ensure the efficient and effective operations in compliance with County standards.
- Communicates information and recommendations regarding assigned department services in the Franklin County Board of Commissioners meetings and meetings with individuals, directors, elected officials, and/or the general public, according to current department and County practices.
- Oversees the creation, development, and maintenance of systems and records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices. Ensures records are accurate and available for annual audit.
- Monitors, reports, interprets, communicates and implements changes to policy, procedures, or programs due to new trends, innovations, federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to assigned department operations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment.
- Expert knowledge of modern principles, methods, and practices of public works services, methodologies, and technologies.
- Expert knowledge of public contract and funding application procedures and contract negotiation.
- Expert knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- Expert knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Expert knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, grant writing, and sound record keeping.
- Expert project management skills including creating scope and sequence, communication, leadership (providing direction, vision, coaching team, sound judgement, issue and conflict resolution, effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in specific application or industry knowledge.
- Expert troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

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- Proficient computer skills in Word, Excel, Outlook, the internet for research, and the ability to learn and develop proficient skills in the current Countywide resource planning software and the Public Works accounting and resource management software.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgement.
- Ability to lead the department by remaining open to new ideas and approaches, managing and influencing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - Constantly: in an office environment.
 - Occasionally: near moving mechanical parts, outdoor weather conditions, near water, dirt, dust, and shavings, in the County shop, and on road maintenance or construction sites.
- The noise level in the general work environment is moderate as in a standard business office and occasionally loud noise when working around heavy traffic or near contractor's equipment.

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.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: talk or hear.
 - frequently: stand, walk, or sit for extended periods of time, use hands, fingers to handle or feel.
 - occasionally: climb, pull, push or balance, stoop, kneel, crouch, or crawl, and reach with hands and arms.
- carry or transport up to 10 pounds frequently.
- have the following vision abilities: close vision (less than 1 inch to 20 inches or more).

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QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Public Administration, Civil Engineering, or a related field.
- Ten years of supervisor or management responsibility in Public Works or Public Administration.
- Seven years of project management experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in Business Administration, Public Administration, Civil Engineering, or a related field

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add, or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Refer to Franklin County Website for complete job posting and application instructions.

APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:

Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@co.franklin.wa.us

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.