



## PUBLIC WORKS DIRECTOR

Apply by:  
Monday August 30<sup>th</sup>, 2021

Hiring Range: \$51.82 - \$59.13/hr  
Exempt, Full Time, Full Benefits

### SUMMARY:

Under general administrative direction, provides overall administration, management and supervision of the operations, programs, projects, purchases and staff of the county's Public Works Department, including work activities related to road and bridge, heavy equipment, light duty vehicles, facilities and grounds, fairgrounds, and noxious weed control; ensures department compliance with applicable laws, regulations, policies, rules, and standards; and performs other related duties as assigned.

### QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Possession of a bachelor's degree from an accredited college or university with major coursework in civil or mechanical engineering or related engineering field; master's degree desired.
- **Experience:** Seven (7) years of progressively responsible experience supervising or managing complex public works related construction project and operations, including five (5) years of management experience.

### ESSENTIAL FUNCTIONS:

- Plans, organizes, directs, staffs and controls Public Works Department programs, projects, functions, activities, and services, including those related to road and bridge construction/maintenance, facilities management, county fairgrounds management, noxious weed control, heavy equipment operation, and motor pool/fleet maintenance operations; develops and establishes the department's vision, goals, objectives, and critical tasks; directs departmental operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, and ensure effective utilization of available resources; exercises good judgment

and makes sound business decisions in managing Department activities; provides strategic department leadership through communication, demonstration, and accomplishment of the county's overall mission, vision, and values.

- Directs the development and implementation of departmental policies, procedures, work systems, funding initiatives, and cooperative agreements; administers, enforces and ensures the compliance of Public Works Department policies, operations, and programs with applicable county, state and federal laws, regulations, orders, and standards; analyzes and interprets existing and proposed legislation as well as applicable laws, regulations, and directives to determine impact on Department operations.
- Directs the development and administration of the department budget(s), including the establishment of appropriate budgetary controls; ensures that budget expenditures conform with approved funding; determines appropriate levels of service; analyzes fiscal and service data to develop cost efficiencies while maintaining program effectiveness and superior customer service.
- Through subordinate managers and supervisors, directs and manages departmental personnel matters including employee selection, training, evaluation, and discipline; establishes standards of work production and performance; manages and supervises the work activities and responsibilities of subordinate staff; plans, procures, directs and oversees the work of contractors and consultants; administers employee and customer safety policies; listens to, investigates and responds appropriately to inquiries, requests and/or complaints regarding departmental activities.
- Directs and oversees the management of various public works projects; ensures that needed personnel and materials are available; directs and manages the development and administration of project proposal, bidding and contract documents; negotiates and prepares vendor contracts and service agreements for approval by the Board of County Commissioners (BCC).
- Communicates and confers with county management staff, the County Manager, and the BCC on departmental policies, procedures, workload standards, and other matters germane to areas of assignment; attends BCC meetings, makes presentations and requests, responds to feedback and implements changes as directed.
- Identifies and pursues special funding opportunities, including grants and awards; directs and participates in the design, development, and submission of funding plans and proposals; oversees special fund administration and reporting.
- Directs and oversees departmental quality control and quality improvement programs and initiatives, as well as the analysis and monitoring of performance indicators; directs process improvements and the effective development and utilization of technology and other systems to ensure operational effectiveness and efficiency.
- Analyzes complex information including complex technical information related to public works programs and functions; prepares and/or directs the preparation of complex reports, records, and correspondence, including BCC transmittals, resolutions, and related documents; makes complex presentations to groups and individuals.
- Develops and maintains cooperative and collaborative working relationships with federal, state, and county officials, other counties, community groups, and the public; conducts difficult negotiations, presentations, and interpretations of department policies, rules, and regulations.
- Conducts and attends meetings, conferences, and training; supports and/or serves on boards, commissions, committees, teams, and task forces as required.
- Performs other related duties as assigned.

#### **LICENSE AND CERTIFICATES:**

- A valid license to drive a vehicle in Colorado and safe driving record is required.
- Registration as a Professional Engineer at the time of appointment in the State of Colorado, or obtain reciprocity, registration in Colorado within one year.

**BENEFIT PACKAGE:**

Full-Time employees that work 30+ hours per week are eligible for the following benefits:

- Comprehensive Medical Plan
- Life/Long Term Disability Benefits
- 401(a) 6% match, 457 and Roth IRA
- Pre-Tax Medical Spending Account
- Pre-Tax Dependent Care Spending Account
- Voluntary Comprehensive Dental Plan
- Voluntary Comprehensive Vision Program
- Worker's Compensation
- Routt Federal Credit Union
- Supplemental Insurance
- Old Town Hot Springs Discount
- Merchant Ski Pass Program
- Paid Sick, Vacation, Holiday and Personal time accrued
- Employee Assistance Program

**FOR A FULL JOB DESCRIPTION PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT.**

**FOR MORE INFORMATION OR TO SUBMIT YOUR APPLICATION FOR THIS POSITION GO TO:**

**<https://selfservice.co.routt.co.us/ess/employmentopportunities/default.aspx>**

**DEADLINE FOR APPLICATIONS IS MONDAY AUGUST 30<sup>TH</sup>, 2021.**

*Routt County will provide reasonable accommodation to all applicants who require assistance completing the online application process. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process, and need an alternative method for applying, please email [humanresources@co.routt.co.us](mailto:humanresources@co.routt.co.us) for assistance or call 970-879-0181.*

*Routt County is an equal opportunity employer and political affiliation, age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by federal, state or local law, are not taken into account in any employment decision. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job related factors.*