

Date Posted: 3/16/17

Applications accepted until: 4/5/17

Job Title: Public Works Director

**Elbert County is an Equal Opportunity Employer**

If interested, please submit application and resume to:

Elbert County Government

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: [dianna.hiatt@elbertcounty-co.gov](mailto:dianna.hiatt@elbertcounty-co.gov)

For more information, please call 303-621-3150



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## Public Works Director

Department: Public Works

Salary: \$85,000-\$100,000/year

Approved: March 2017

FLSA: Exempt

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### SUMMARY DESCRIPTION

The Public Works Director plans, directs, manages and oversees all operations of Community Development Services, Economic Development, Facilities and Road & Bridge. This position administers staff, budget and all aspects of community development from initial planning stages through road construction and maintenance while coordinating assigned activities with other County departments and outside agencies. This position also provides administrative support to the County Manager.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Manager; exercises direct supervision over Community Development Services, Economic Development, Facilities, Road and Bridge staff; oversees consultants performing work for the Public Works Department; supports team-oriented and safe working environment; consistently develops and sustains cooperative working relationships by inspiring, motivating and guiding others toward goal accomplishments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for development and implementation of Public Works Department goals, objectives, policies, procedures and priorities for Elbert County;
- Responsible for management of all Public Works Department staff, services and activities including planning, land use regulations, economic development, road maintenance and construction, traffic engineering, facilities operations and maintenance;
- Responsible for developing, monitoring and implementing the department budget in accordance with County Finance Policies and Procedures; approves the forecast of funds needed for staffing, equipment, facilities, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary; reviews, approves and coordinates lease purchases, requests for bids/proposals; approves purchase orders and payment vouchers;
- Plans, directs and coordinates, the Public Works Department work plans and goals; reviews and evaluates operational performance, work methods and procedures; meets with staff to identify and resolve problems;
- Manages land use, economic development; negotiates and coordinates intergovernmental agreements, consultant contracts and grants; supervises review of land use applications and regulations;
- Selects, trains, motivates, supervises and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; discusses employee issues with County Manager;
- Oversees contracts and work of consultants as required;
- Represents the Public Works Department to other County departments, elected officials, outside agencies and the general public; facilitates Public Works activities with those of other departments, outside agencies and public service needs;

- Develops and implements department programs, policies, and activities; negotiates and resolves sensitive and controversial issues;
- Assesses and monitors the County's infrastructure to provide adequate levels of public service for existing systems and planned development;

Other important duties and responsibilities

- Responds to and resolves difficult and sensitive citizen inquiries and complaints in a courteous and professional manner;
- Provides staff assistance to the County Manager; makes recommendations for revision of County policies and procedures; participates in budget development; assists in County strategic planning and annual goals and objectives; prepares and presents staff reports and other necessary correspondence;
- Participates in Board of County Commissioners meetings and worksessions making presentations when requested; attends meetings and provides staff support to County appointed boards, commissions and authorities as needed;
- Attends professional group meetings to stay abreast of new trends and innovations in the field of public works administration;
- Performs other duties as assigned.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in civil engineering or related field and at least four years of direct and progressively responsible experience in local government administration or an equivalent combination of education, training and experience in public works management or related field which provides the knowledge, skills and abilities required for the job.

*Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be eight years of increasingly responsible experience in public works related field including four years of administrative and supervisory responsibility.*

Preferences:

- Strong organizational leadership abilities
- Excellent communicator who knows how to set and accomplish goals and priorities
- Must work well with people in a variety of settings

Knowledge of:

- Operational characteristics, services and activities of a comprehensive public works program
- Management skills to analyze programs, policies and operational needs
- Comprehensive master planning, zoning, development review, water/mineral/environmental quality and other planning related issues
- Construction techniques involving streets and roads, drainage systems, flood control, severe weather mitigation and building structures
- Principles and practices of program management, development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluations

Ability to:

- Lead and direct the operations, services and activities of the Public Works Department
- Plan, organize, direct and coordinate the work of department staff
- Coordinate planning, development, design, construction, inspection and maintenance activities for a variety of projects according the Federal, State and County policies
- Identify and respond to community issues, concerns and needs
- Develop and administer goals, objectives and procedures
- Prepare and administer large and complex budgets and financial reports
- Analyze problems, identify solutions and implement recommendations in support of goals

- Research, analyze and evaluate new service delivery methods, procedures and techniques
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Effectively present information, respond to questions and communicate effectively both verbally and in writing
- Analyze studies, reports, land development plans/plats, technical procedures and governmental regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Follow all safety rules and regulations of the department and employee handbook

**ADDITIONAL REQUIREMENTS:**

- Valid Colorado Driver’s License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check

**PHYSICAL EFFORT, WORK ENVIRONMENT:**

- Primarily works indoors in a controlled, standard office environment
- Requires maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time and operating motorized vehicles.
- Field visits may include working during inclement weather conditions
- Support operations of the Office of Emergency Management may require working in strenuous and hazardous situations to maintain the health and well-being of County residents
- Professional appearance is required at Board of County Commissioners and community meetings

Physical Requirements for Position

Grade Scale: At All Times/ Frequently/Occasionally/Seldom

Driving:	Frequently
Sitting:	Frequently
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently

Position requires sitting for extended periods of time

Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum