

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Public Works Director	<b>Closing Date:</b> Open Until Filled
<b>County Department:</b> Public Works	<b>Dept. Admin.:</b> Board of County Commissioners
<b>Type of Position:</b> Permanent, Full-Time	<b>Salary:</b> \$75,000.00 - \$85,000.00 per year DOQ
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Public Works Director (Director), under the general direction and with the concurrence of the Board of County Commissioners (County Commissioners), is responsible for the overall management, supervision and coordination of the activities and operations of the Public Works Department (Public Works) that consists of the Road & Bridge, Building Maintenance, ExpoPark Maintenance, Fleet Maintenance, Weed & Mosquito, and Telecommunications divisions. The Director provides highly responsible and complex technical support to the County Commissioners, oversees, manages and supervises all Public Works personnel and work and prepares, monitors and administers the department budget. The Director participates in bargaining unit negotiations, monitors contractor or vendor performance and compliance by making periodic and special inspections of designated Public Works Department projects, provides and is responsible for oversight of contract bidding and the evaluation of the competency of contractors and vendors, determines the selection criteria for public contracts and the management of the contractor/vendor relationships, prepares, monitors and administers operating and designated Public Works capital improvement budgets and approves expenditures. The Director reviews and coordinates federal programs available to the County, develops proposals to secure federal assistance and provides for coordination of grants received, reviews contracts for completeness and coordinates with County Attorney's Office for final contract review, reviews proposed and newly enacted legislation and advises Commission on actions that may impact County operations, implements internal departmental reporting and control methods, develops, maintains, and updates various departmental standard operating procedures and policies, addresses complaints regarding departmental deficiencies and develops plans for correction, ensures compliance with fiscal requirements and other legal rules and regulations and performs other duties as required or assigned.

### JOB REQUIREMENTS

Supervises and manages a large workforce with multiple division supervisors and staff including professional and technical labor, directs the work and assigns priorities for the Public Works Department; ensures a properly trained workforce; and makes staffing decisions including hiring, firing, training, discipline, performance evaluations and scheduling of work; develops, organizes, directs and controls the coordination and scheduling of projects and daily operations of the Public Works Department, including engineering, construction, environment (e.g., environmental safety involving pesticides and chemicals and monitoring of wells for known contaminants; and monitoring ground water/MS4 contamination), road construction and maintenance, bridges, rural special improvement districts, telecommunications, water stations, equipment and vehicle fleet repair, maintenance and repair, equipment allocation and transportation, traffic control, drainage, grading and asphalt work, and emergency work such as snow and ice removal and coordinating work with inspection crews and other public works activities projects; coordinates the operations of each departmental division, establishes priorities and allocates available equipment, materials, funds and staff among them; plans, directs and oversees the preparation of engineering studies, plans and specifications for departmental projects; responsible for the operation and maintenance of all County buildings; prepares budgetary analysis and projections, identifying resource needs and providing technical expertise, necessary for effective program operation and fiscal management; monitors and approves fiscal expenditures to ensure compliance with approved budget; establishes, recommends and presents to the County Commissioners departmental projects and goals in response to the needs of the community; participates in bargaining unit negotiations and ensures adherence to and compliance with collective bargaining agreements; monitors contractor or vendor performance and compliance by making periodic and special inspections of departmental projects to ensure compliance with municipal, county and state requirements; reports to the County Commissioners on design and construction contracts, manages contract bidding process, evaluates competency of contractors and vendors, determines the selection criteria for public contracts and manages the contract budget and the contractor/vendor relationship; prepares and implements the designated Public Works capital improvement plan for County heavy equipment, light duty vehicles, light duty equipment and facilities for approval by the County Commissioners and the implementation of the approved plan and authorized expenditures; reviews and coordinates federal and state programs available to the County, develops proposals to secure federal and state assistance and provide for coordination of grants received; reviews proposed and new legislation and advises the County Commissioners of potential impacts, trains staff on new legislation and ensures compliance with state laws; implements internal departmental reporting and control methods; reports on program management for environmental rehabilitation of underground storage tanks and leaking underground storage tanks and ensures testing and compliance of existing County fueling systems; coordinates with the DES Coordinator and emergency personnel on incidents requiring County resources and participates in leadership role on Incident Command Team when appropriate to activate Public Works staff to assist in public safety efforts; confirms the development, maintenance and updates to various departmental standard operating procedures and policies; coordinates with OSHA, MSHA and County Risk Management to ensure employees and facilities are in compliance with all safety laws, rules, regulations and policies. Coordinates departmental safety programs and promptly addresses any safety or environmental concerns, including holding employees accountable for any safety violations. Identifies and corrects hazardous conditions which may lead to injury to persons and/or property damage. Participates in investigations of incidents within the Public Works Department, ensures safety inspections and training are conducted and works with County Risk Management and Safety Committees; reviews and responds to complaints from the general public regarding departmental deficiencies and develops plans for correction; ensures compliance with fiscal requirements and other legal rules and regulations; attends trainings, meetings and conferences to improve efficiencies and to remain current of state and federal requirements; attends Department Head meetings to brief colleagues about ongoing projects and coordination needs; reports to the Commissioners on all building projects, new construction and maintenance, relocation and remodeling; oversees carpenter and painter, ensuring work

projects are coordinated with appropriate department heads and contractors and analyzing the cost benefit ratio to the County; reviews CTEP projects and road abandonments, analyzes and evaluates requests for maintenance districts and assists with the research and implementation of rural improvement districts; required to be on-call evenings and weekends; serves as ADA Building Accessibility Coordinator jointly with Deputy Director and the HR Director; Program Manager for grant funded County projects, provides Budget Officer/Grants Coordinator with required reports and financial documentation; ensures that all Public Works Department Equipment and Fleet Vehicles are well maintained and safe to use and recommends replacement of equipment and vehicles when necessary; acts as a liaison for the County and fosters constructive and productive working relationships with contractors, consultants, engineers, surveyors, governmental agencies and departments, developers, professional and technical groups and the general public in connections with departmental activities and services; coordinates projects including the Great Falls Community Development Department, Montana Department of Transportation and Malmstrom Air Force Base; oversees the Municipal Separate Storm Sewer Systems (MS4) program to ensure compliance with all state and federal requirements; performs other duties as required or assigned.

***Knowledge and understanding of:*** Considerable knowledge of the principles and practices of public works supervision and management; preparation, management and administration of operating budgets; county, state and federal regulations regarding procurement and bids; departmental organization and procedures; building codes, maintenance and repair; road construction, repair and maintenance; civil engineering practices and procedures pertaining to drainage, construction and maintenance; pavement management systems; procedures and processes for creation of improvement districts; Municipal Separate Storm Sewer Systems program; management and supervisory practices and procedures; Cascade County Human Resource policies and procedures and related state and federal statutes; word processing and spreadsheet software; safety rules, procedures and practices.

***Skills and Ability to:*** Plan, organize, prioritize, supervise and evaluate the work of skilled and unskilled workers in construction, maintenance and repair work; foster and maintain a team-oriented environment; apply demonstrated management practices to the operations of the Public Works Department; organize and manage projects on a short-term and long-term basis; understand and interpret designs and specifications; extensive professional written and oral communication skills, including public speaking skills; demonstrate professional and effective interpersonal and human relation skills; using good judgment and discretion when providing information, interacting with the public and representing supervisors; read and interpret complex engineering, architectural, and construction specifications, sketches, diagrams and blueprints; maintain time, cost and material records and prepares comprehensive reports; establish effective working relationships with the Board of County Commissioners, Budget Officer/Grants Coordinator, Human Resources Director, other County departments, employees and the general public; work effectively with unions and interpret and comply with collective bargaining agreements; communicate well with others in both technical and non-technical terms; prepare accurate and professional cost estimates, reports and records containing findings, recommendations and technical documentation; operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; adapt to and utilize technological changes and innovations; understand and follow complex laws or regulations; exercise individual initiative; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, various government agencies, and the public; meet challenges and exercise sound judgment in stressful situations with resourcefulness through original thinking and creativity.

## **EDUCATION AND EXPERIENCE**

***The above knowledge and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have:***

### ***Education/Experience/Training:***

Bachelor's Degree in Civil Engineering, Public Administration, Business Management or closely related field **and** one (1) years of progressively responsible experience in road maintenance, construction **including** two (2) years of supervisory experience.

**Or** any equivalent combination of relevant experience and training totaling five (5) years.

### ***Certifications:***

- Valid Driver's License issued by the State of Montana.

***The successful applicant must serve a 1-year probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Applicant must possess a valid Montana Driver's License issued by the State of Montana or be able to obtain one within 30 days of hire.***

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**