

SHOSHONE COUNTY, IDAHO

TITLE: Public Works Director CLASS CODE: _____
DIVISION: Public Works PAY GRADE: _____
DEPARTMENT: Commission EFFECTIVE DATE: _____

GENERAL PURPOSE

Performs advanced administrative, direction and supervisory work for five non-related departments. Road - responsible for reconstruction, maintenance and repair of County roads and bridges to ensure that the general public, school buses, commercial transportation and emergency vehicles can travel safely and efficiently in all weather conditions. Noxious Weed - control and eradication of noxious weeds within the County pursuant to Idaho law. Parks - maintain and operate two County parks. Snowmobile - maintain budget, operators and maintenance. Occupational field work requires long hours in inclement weather and hazardous conditions.

SUPERVISION RECEIVED: Under policy guidance and direction of Board of County Commissioners.

SUPERVISION EXERCISED: Administrative superior to all employees within the Public Works Department.

EXAMPLES OF DUTIES

- ▶ Develops and manages annual divisional budgets
- ▶ Responsible for development and enforcement of department policies, regulations and requirements for all divisions
- ▶ Responsible for all purchasing and bid process work
- ▶ Inspects work in progress to ensure that workmanship and materials conform to specifications for all divisions
- ▶ Responsible for development and enforces regulations and requirements for the use of County right of way for approaches, utilities and other encroachments to ensure life safety in accordance with County, State and Federal Highway regulations
- ▶ Performs bridge inspections and procurement of Federal funds to repair and replace bridges
- ▶ Twenty four (24) hour "on call" basis every day
- ▶ May be required to attend approved specialized training classes and seminars
- ▶ Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school or equivalent; and
 - B. A bachelor of science in civil engineering, business administration or public administration; minimum of five (5) years related experience in a management position;
OR
 - C. An equivalent combination of education and experience.
2. Related Knowledge, Skills and Abilities
 - Extensive knowledge of road and bridge technology

- Extensive knowledge of budget preparation and application
- Extensive knowledge of County, State and Federal law
- Extensive knowledge in supervising personnel and personnel rights
- Thorough knowledge of all types of equipment component parts, volume purchasing and inventory maintenance
- Considerable knowledge of noxious weed control
- Must be bondable

3. Special Qualifications:

- Commercial Driver's License of appropriate level and endorsement as prescribed by the State Licensing Division.