

SHOSHONE COUNTY, IDAHO

TITLE: Director of Public Works
DIVISION: Public Works/Roads
DEPARTMENT: Commission

GENERAL PURPOSE

The Public Works Director performs highly responsible administrative, managerial, and supervisory duties in the planning, coordination, and oversight of three distinct County divisions:

1. **Road Department:** Reconstruction, maintenance, and repair of County roads and bridges to ensure safe and efficient travel for the public, commercial carriers, school transportation, and emergency services.
2. **Parks Department:** Operation, maintenance, and improvement of two County parks.
3. **Weed Department:** Administration and enforcement of noxious weed control programs in accordance with State and Federal requirements.

Under the general policy direction of the Board of County Commissioners, the Director is responsible for the effective, efficient, and fiscally responsible management of all departmental operations, programs, personnel, and resources.

SUPERVISION RECEIVED

Works under broad policy guidance and administrative direction from the Board of County Commissioners.

SUPERVISION EXERCISED

Exercises full administrative and supervisory authority over all employees within the Public Works, Parks, and Weed Divisions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Develops, administers, and monitors annual budgets for all assigned divisions, ensuring compliance with County financial policies and applicable laws.
- Formulates and implements departmental strategies, objectives, and operational plans consistent with County goals and statutory obligations.
- Evaluates program needs, establishes project priorities, and determines resource allocation to support both current and long-range infrastructure and service requirements.
- Acts as the primary liaison between the County and Federal, State, and local agencies, coordinating regulatory compliance, funding opportunities, intergovernmental agreements, and collaborative initiatives.
- Manages all human-resources for departmental staff, including workforce planning, hiring, evaluations, disciplinary procedures, conflict resolution, and adherence to County policies and State and Federal employment regulations.

- Develops, enforces, and updates departmental policies, regulations, and operational procedures.
- Oversees all procurement activities, including bid preparation, solicitation, evaluation, and contract administration, in accordance with County and State purchasing laws.
- Directs inspections of construction, maintenance, and repair projects to ensure compliance with specifications, standards, and regulatory requirements.
- Administers County right-of-way regulations, including approaches, utilities, encroachments, and related permitting, ensuring adherence to County, State, and Federal highway standards.
- Prepares and manages annual maintenance schedules for roads, bridges, parks, and weed control operations.
- Coordinates bridge inspections and secures State and Federal funding for bridge repair, rehabilitation, and replacement projects.
- Maintains 24-hour on-call availability for emergency response, operational issues, and weather-related events.
- Attends approved training programs, seminars, and professional development activities as required.
- Performs other duties as assigned or required by the Board of County Commissioners.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or equivalent; **and**
- Bachelor's degree in civil engineering, business administration, public administration, or a closely related field; **and**
- A minimum of four (4) years of progressively responsible management experience; **or**
- An equivalent combination of education, training, and experience that provides the required knowledge and abilities.

Knowledge, Skills, and Abilities:

- Extensive knowledge of public works administration, including infrastructure maintenance, project management, grant administration, risk management, and State and Federal funding processes.
- Comprehensive understanding of budget development, financial oversight, and fiscal management principles.
- Thorough knowledge of applicable County, State, and Federal laws, regulations, and standards.
- Proficiency in contract development, negotiation, and administration.
- Demonstrated ability to supervise, direct, and evaluate personnel while ensuring compliance with employment laws and County policies.
- Thorough knowledge of equipment, components, procurement practices, and inventory control.
- Must be bondable.