



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Public Works Director

FLSA: E

SERVICE: Unclassified

REVISED: 6/1/05

Summary: Under general direction, performs work of unusual difficulty in administration and supervision of Engineering, Highways and Flood Control; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, organizes and controls the functional operations of County engineering and roads operations.
- Provides managerial and budgetary support to the planning and building operation.
- Directs department supervisory personnel responsible for the engineering and roads functions.
- Manages and coordinates all County road district activities including new construction, repair, rerouting, and funding.
- Ensures that highways, landfills and other public works projects and operations are in compliance with County, state and federal requirements.
- Confers with authorities to develop and improve the County road system,
- Initiates projects and directs engineering studies and research activities and technical work.
- Examines construction proposals, specification and bids for compliance with policies and department objectives.
- Advises County administration and Board of Supervisors regarding engineering needs, flood control and roads.
- Directs the activities of the County landfills.
- Attends meeting, conferences and public forums.
- Prepares, implements and monitors the departmental budget.
- Prepares reports.
- May represent the department, County Manager and/or Board of Supervisors as required or requested

Knowledge and Skills:

- Knowledge of principles and practices of civil engineering and road construction.
- Knowledge of various OSHA rules and regulations.
- Knowledge of the laws, regulations and statutes governing road construction and maintenance.
- Knowledge of principles and practices of supervision.

- Skill in analyzing the needs of the department and County.
- Skill in developing and implementing necessary programs and projects.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in Civil Engineering or closely related field; AND seven years progressively responsible experience in civil engineering, construction, utilities maintenance, or highway traffic engineering including three years as a supervisor; AND Professional Engineer certification.