

**ADAMS COUNTY**  
**SUMMARY JOB DESCRIPTION**

Position: Public Works Director  
Department: Public Works

Position Number: 1100  
Classification: Management (M6)  
EXEMPT

**1.0 MAJOR FUNCTION AND PURPOSE**

Persons in this position are responsible for administering the Public Works Department including planning and coordination of all facets of the County Road, Inter Governmental Services (IGS), Solid Waste Funding Programs, County Fire Marshall, Emergency Services, and County Buildings Operations and Maintenance.

**2.0 SUPERVISION RECEIVED**

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Board of Commissioners. Significant judgment is exercised in making final decisions for the department.

**3.0 SUPERVISION EXERCISED**

Person in this position supervises/manages all personnel matters for the Department. Exercises judgment in giving concurrence to recommendations for disciplinary actions.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

*The following duties are not inclusive of all the duties the incumbent may be assigned to perform.*

- Plans, administers, and evaluates the department's programs, personnel, equipment, finances, and policies. Negotiates all contracts for possible services in Adams County.
- Develops, plans, and administers the department's annual budgets for County Road, IGS, and Solid Waste Funds.
- Meets with County Commissioners, elected officials, community groups, organizations, and the general public to discuss and resolve issues relating to public works.
- Supervises professional, technical, and supervisory personnel working in a variety of areas within the department, including construction, maintenance, and solid waste programs.
- Conducts or directs and evaluates studies to make recommendations regarding the organization, staffing patterns, program activities and internal procedures of the public works department.
- Designs and recommends new financial systems, procedures, forms, and instructions for department use.
- Examines and certifies all estimates and bills for labor, materials, and supplies.
- Represents the county in district-wide or state-wide organizations or committees.
- Initiates research studies and projects in the public works area.
- Responsible for operation and maintenance of County Courthouse and the County Services Building
- Works with fire districts to investigate all fires of unknown origin and provides districts with enforcement authority when necessary.
- Oversees Director of Emergency Services with emphasis on monitoring of budget.
- Performs other tasks as directed.

**5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- Must have knowledge of the principles and practices of public administration, finance, personnel, and engineering.
- Ability to negotiate contracts on behalf of the County with companies and organizations such as unions, waste disposal firms, and other contractors.

- Must have considerable knowledge of current literature and sources of information relative to public works administration. Have knowledge of current practices and techniques.
- Ability to establish and maintain effective working relationships with subordinates, management, commissioners, and public.
- Ability to understand, interpret, and apply state statutes, codes, standards, bills, and amendments related to the public works' activities.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand; walk; use hand/finger dexterity to handle objects, tools, or controls, and reach with hands and arms.
- Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include: close, distance, and peripheral vision, depth perception, and the ability to adjust focus and read small print.
- Needs knowledge of modern principles of organization management and supervision.
- Must be able to utilize communications equipment necessary to perform required duties.
- Ability to use or direct the use of a computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- Demonstrated successful supervisory and managerial experience is required. Ability to implement and maintain sound organizational practices.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

## **6.0 MINIMUM QUALIFICATIONS**

B.S. in Civil Engineering or a related fields and three years of supervisor responsibility or substitute any combination of experience and education that demonstrated thorough competency in management and engineering principles.

Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

## **7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.

Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self motivated to complete required deadlines while simultaneously completing other tasks.

Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, related to various personality styles in a calm, professional manner.

Understands the need for maintaining confidentiality of sensitive information.

Ability to express ideas and effectively communicate with others, both in writing and orally.

Assure efficient and effective utilization of department personnel funds, materials, facilities, and time.

## **8.0 WORK ENVIRONMENT**

While performing the duties of this job, the employee frequently travels.

Work is normally performed indoors in an office environment with little noise. Must be available for meetings outside of normal work hours.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.