



COLUMBIA COUNTY, OREGON
JOB TITLE: ASSISTANT DIRECTOR, PUBLIC WORKS
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	468
SUPERVISOR:	Director, Public Works	SALARY RANGE:	E06
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: In coordination with the Director, plan, coordinate, supervise, and direct the activities of the Public Works Department. The position assumes full command of the department in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Direct, review and approve the preparation of plans, standard specifications, cost estimates, and bidding procedures for a variety of public works construction projects. Manage the construction and inspection of improvement projects. Supervise staff, which includes Administrative Assistants and Engineering staff to ensure efficient and timely delivery of maintenance and capital projects related to the Public Works department.

Prepare reports, operational plans, ordinances, resolutions, and other technical papers as required for road projects and programs.

Manage consulting, maintenance, construction, and equipment contracts for roads, bridges, and facilities. Determine need, prepare specifications, monitor performance, evaluate progress, prepare monthly cost estimates, and authorize payments.

Develop, recommend, and implement policy and procedural changes for a more efficient Public Works department or program operation as directed.

Confer with the public regarding complaints and inquiries regarding departmental activity, policies, standards, and procedures. Establish effective working relationships with members of the public, other county departments and associated external agencies.

Act as department or county representative with federal, state, or local agencies or community and professional groups. Meet and consult with as needed the Transportation Road Advisory Committee (TRAC), the Planning Commission and the Board of County Commissioners to advise, present, and justify departmental or county issues, policies, and requirements.

Prepare reports regarding department activities and plans. Provide presentations to committees as needed.

Represent the department on the county's Safety Committee and act as department Safety Officer.

Administer all safety programs in compliance with all county policies and procedures. Ensure compliance to rules and procedures by assigned staff.

Supervise and provide direction to department fleet staff. Oversee the procurement, maintenance, repair, and replacement of departmental fleet assets. Implement fleet replacement and maintenance plans, and periodically update plans for adoption by the Board of County Commissioners.



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In the absence of the Director, or at the Director's instruction, supervise and provide direction to road maintenance staff, including development of maintenance projects and programs, materials procurement, and instruction in daily operations.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Public Works Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in civil engineering, public administration, business administration or related field. Six years' of increasingly responsible experience in Public Works. Two years' experience in a supervisory capacity. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.



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CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles, practices, and procedures as applied to public works. Considerable knowledge of all materials, methods, and equipment used in road or bridge construction, maintenance, or repair. Considerable knowledge of the laws and rules governing safe operation of all road construction and maintenance equipment. Thorough knowledge of safety practices and procedures. Knowledge of management principles and practices of human and financial resource management.

Skill in inventory software programs and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Organize and supervise the efficient and economic performance of a heavy load of road maintenance and construction work.
- Assemble and produce clear and detailed cost and progress reports.
- Act effectively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activities require walking, bending, stooping, and climbing and may necessitate the movement of materials in excess of 60 pounds.



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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose position to various weather conditions and terrains. Driving is a regular requirement of the position. May be required to travel at nighttime, weekends or in inclement weather.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***