



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC WORKS**  
**DATE: DECEMBER 1, 2023**

---

<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC Exempt
<b>DEPARTMENT:</b>	Public Works	<b>JOB CODE:</b>	469
<b>SUPERVISOR:</b>	Board of Commissioners	<b>SALARY RANGE:</b>	E08
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

---

**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Public Works Department for Columbia County. Responsible for planning, organizing and directing the activities of the department involving public works services related to roads, bridges, and solid waste management.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county's management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

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

Develop, implement, and ensure compliance with policies, procedures, and standards for road work operations to ensure quality maintenance and construction.

Plan and coordinate the daily work schedule of the various Public Works personnel to obtain maximum production while maintaining high standards of quality to ensure that the department is operating expeditiously and economically.

Perform visual inspections of the county road system and other public works facilities for scheduling necessary repairs or regular annual maintenance; inspect any possible hazardous conditions and take immediate corrective action.

Supervise the development, coordination, and implementation of an integrated waste management program for the county and its incorporated cities consistent with the county's Solid Waste Management Plan.

Oversee administration of the Depletion Fee program.

Keep abreast of safety rules and regulations to ensure that work is being performed in a safe manner; instruct and supervise departmental employees regarding proper safety methods.

Ensure that all work done by Public Works crews comply with the specifications and standards of the Oregon Department of Transportation.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC WORKS**  
**DATE: DECEMBER 1, 2023**

---

Develop and maintain accurate inventory records of all equipment, materials, and supplies purchased by or assigned to the department.

Supervise the issuance of permits for underground utilities, heavy hauling, access approaches, etc. in accordance with applicable laws and ordinances.

Prepare and file with the Board and the Bureau of Labor and Industries a list of every public improvement that the county plans to fund in the budget period, identifying each improvement by name, and estimating the total onsite construction costs; ensure that adequate plans and specifications be developed with estimated unit costs as required by the state.

Supervise the maintenance of a complete and accurate cost accounting ledger on all road work performed by the county in accordance with the model guidelines developed by the State Executive Department reflecting unit costs of each classification of which work will be used to make cost estimates and deciding whether to perform the work by contract or by force account; report final project costs to the Board and post to the fixed asset ledger.

Identify needed future departmental capital expenditures with relative priorities and methods of financing within the framework of the budget and projected revenues; write specifications and bid requests for all the materials, supplies, and equipment purchased by the department.

Work with the Board in administering county road regulations, such as (a) regulating traffic in such a manner that it is compatible with the state's traffic laws and public concerns; (b) controlling the placement of utilities on the county road right-of-way; (c) developing ordinances that may be necessary to address needs on the county road system.

Maintain liaison, coordination, and cooperation with relevant federal and state agencies.

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

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage 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.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- Ensure each departmental employee receives written, clearly stated goals and expectations.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC WORKS**  
**DATE: DECEMBER 1, 2023**

---

- 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.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- 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 Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

**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 or related field. Seven years' of increasingly responsible experience in the field of civil engineering, preferably in road construction and maintenance. 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:** Possession of Professional Engineer designation in the State of Oregon in accordance with ORS 672.002 to 672.035. 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.

**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 civil engineering principles and practices in relation to the construction and maintenance of county roads, bridges, and other public works facilities. Thorough 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 as well as the contracted operations of solid waste management. Thorough knowledge of safety practices and procedures. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in inventory software programs and Microsoft Office products.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC WORKS**  
**DATE: DECEMBER 1, 2023**

---

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 judgement 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 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 maintenance and construction work involving a substantial number of workers and involving several specialized production techniques.
- Work through a crew leader and maintain high production and quality standards and high morale among all employees.
- Find, apply for, receive, and administer a wide variety of grant funding.

**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.

**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.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC WORKS**  
**DATE: DECEMBER 1, 2023**

---

*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.*