

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 15, 2015
CLOSING DATE: JUNE 15, 2015

DEPARTMENT: Public Works

POSITION: Director of Public Works

LOCATION: Globe

JOB CODE: 15-038

ANNUAL SALARY: \$71,019.00-\$101,203.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to ensure the provision of safe and adequate roads, facilities, disposal sites, vehicles, and equipment for the county.

This position directs planning, departments, and budget and report preparation. The role liaises with outside groups, represents the county's interests at meetings, oversees the construction of county facilities, roads, landfills, and the implementation of approved security measures. This position ensures all safety policies and procedures are followed.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Makes final decisions on hiring employees; scheduling work hours of employees; evaluating performance of employees; handling employee grievances; employee training; granting time off; employee promotions.

Provides recommendations on employee salary increases; employee disciplinary actions; employee coaching; discharging employees; managing assistants; managing supervisors.

| ESSENTIAL DUTIES AND RESPONSIBILITIES | TIME SPENT |
|---|------------|
| • Directs long-range planning and establishment of goals and objectives. | 15% |
| • Coordinates, supports, and gives direction to each department, as needed. | 15% |
| • Coordinates work with other departments and elected officials. | 10% |
| • Represents department in planning with outside groups and in meetings with city/town, state, and federal Officials. | 10% |
| • Directs preparation of budgets and cost estimates; forecasts revenues for departments and programs. | 10% |
| • Conducts and/or directs studies and preparation of reports and recommendations. | 10% |
| • Represents interests of County at meetings and conferences. | 10% |
| • Oversees design and construction of remodeling and/or new construction of County facilities. | 10% |
| • Performs other job duties as assigned by County Manager or by members of Board of Supervisors. | 10% |
| • Performs other duties as assigned. | |

BUDGET RESPONSIBILITIES

This position provides research support on the preparation of county-wide and elected officials' budget. Reviews, approves and presents departmental, team and project-related budget.

PROJECT RESPONSIBILITIES

Initiates, communicates, reviews, approves project resources and communicates results of organizational development; quality assurance; process improvement projects. Provides resource management on projects involving technology; capital development; human resources projects; and employee training & development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries, participates in meetings, gives presentations, moderates gatherings, speaks with the media and negotiates or persuades.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, ordinances, procedures, internal memo, formal letters, emails, press releases and reports.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Civil Engineering or related field; or equivalent combination of education, training, and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Ten (10) years or more of varied Public Works experience covering such areas as Engineering, Road Construction, Facilities and Solid Waste Management, in addition to three (3) years supervisory/management experience.

A valid Arizona Driver's License.

PROFESSIONAL CREDENTIALS REQUIRED

Arizona Professional Engineer License preferred.

KNOWLEDGE REQUIRED

Administration & management, engineering & technology, building and construction, finance, federal, state, local laws, regulations, statutes.

Principles, practices, and theories of civil engineering, design, and construction of public works, transportation, and/or flood control systems, federal and state laws and regulations pertaining to public works activities, flood control, water development, water conservation systems, and solid and liquid waste management, public relations, principles and practices of governmental budgeting and financial planning, principles of strategic planning, contract administration, organizational development, supervision and performance management, staff development, fleet management principles and practices, supervisory principles, practices and methods. Vertical building construction principles, practices and methods.

SKILLS REQUIRED

Active listening, analytical thinking, communicating diplomatically, customer service, public speaking (large groups), problem solving, developing alternative solutions and multi-tasking.

Planning, organizing, directing and coordinating community development projects and activities; analyzing planning and infrastructure issues, evaluating alternatives, and making logical recommendations based on findings; effective verbal and written communication; establishing and maintaining work relationships with colleagues, staff, other departments, elected officials, and community and business groups and organizations.

ABILITIES REQUIRED

Express self through written words, multi-task, maintain oratory ability under stressful situation, consider options, risks, and benefits, read and write at professional level. Use initiative and independent judgment within established procedural guidelines, assess, prioritize and delegate multiple tasks, projects and demands, oversee day to day public works operations and activities, ensure compliance with Local, State and Federal safety and environmental regulations applicable to public works, coordinate grant funded projects, oversee construction projects, develop and implement departmental budgets, communicate effectively orally and in writing, supervise, lead, and delegate tasks and authority.

PHYSICAL DEMANDS

- Occasionally stands to present.
- Occasionally sits to complete report; regularly sits to operate computers; rarely sits to operate special equipment; routinely sits to complete a program; regularly sits to attend to other duties.
- May be required to lift work related materials, equipment, tools, and/or gears; up to 75 lbs.
- Regularly requires dexterity for keyboard operation.

WORK ENVIRONMENT

Incumbents in this position spend time in office environment and on location at various County facilities/work sites.

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SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; may become exposed to telephone verbal abuse by customers, or citizens, emotional individuals; extreme temperature, noise and vibration, wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. This position occasionally requires following safety manuals and requires hard hat.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.