



County Administrator
Jeff Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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JOB ANNOUNCEMENT

Public Works Director

Advertisement Date: July 2, 2019—July 19, 2019

Salary Range: \$27.64--\$29.32 Hourly

The Washington County Board of County Commissioners is currently accepting applications for a **PUBLIC WORKS DIRECTOR** position. The primary function of a Public Works Director is to work under limited supervision, performs complex professional and administrative work coordinating and supervising road and bridge construction and maintenance operations in the County. Work involves planning, developing and implementing programs for road and bridge construction and maintenance, including assigning work through subordinate supervisory personnel, inspecting work performed, and preparing work reports for County Management. Employee is also responsible for preparing annual budgets, and hiring, training and instructing subordinates, including ensuring use of proper procedures and safety precautions, and performing routine personnel administration functions.

Minimum Training and Experience:

- Graduation from a four-year college or university with a degree in civil engineering, public administration, urban and regional planning, or
- a related field, or 6 to 9 years of progressively responsible experience in local government engineering work, including 1 to 2 years of responsible supervisory experience, or
- an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Applications may be accessed on-line at www.washingtonfl.com. Applications and job descriptions may also be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants **MUST** submit an Employment Application to the Human Resources Department in the Washington County Board of County Commissioners' office by **4:00 PM on July 19, 2019**. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415-5151. The selected applicant will be subject to a background check and pre-employment physical and drug screen. Veteran's Preference is accepted in accordance with FS 295.08.

Equal Opportunity/Drug-Free Workplace



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Job Title:	Public Works Director	Pay Grade:	113
Department/Group:	Public Works	FLSA Status:	Exempt
Location:	2215 Mud Hill Rd., Chipley	Position Number:	67-
Reports To:	County Administrator	Will Train Applicant(s):	

Job Description

GENERAL STATEMENT OF JOB

Under limited supervision, performs complex professional and administrative work coordinating and supervising road and bridge construction and maintenance operations in the County. Work involves planning, developing and implementing programs for road and bridge construction and maintenance, including assigning work through subordinate supervisory personnel, inspecting work performed, and preparing work reports for County Management. Employee is also responsible for preparing annual budgets, and hiring, training and instructing subordinates, including ensuring use of proper procedures and safety precautions, and performing routine personnel administration functions.

ROLE AND RESPONSIBILITIES

- Plans, directs, supervises projects and activities of County road and bridge construction and maintenance through subordinate supervisory personnel, ensuring adherence to establish policies, procedures and standards; ensures subordinates receive proper training, and inspects work sites to ensure use of proper safety precautions; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; supervises the repair and maintenance of equipment.
- Administers routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, granting leave, appraising, disciplining, etc., submitting such records and reports County Administrator as required.
- Develops and prepares various reports, studies, correspondence, and other data pertaining to departmental operations, and submits such reports studies, correspondence, etc., as required by federal, state or local regulations, or as requested by County Administrator or Board of County Commissioners about road and bridge programs and projects.
- Oversees maintenance of County road system, regularly examining conditions of roads, and developing and initiating maintenance and repair work as necessary to ensure safety of roads and minimize County liability exposure; conducts bridge and highway inspections with the Department of Transportation personnel.
- Receives and investigates complaints, requests or inquiries from the general public pertaining to departmental services or programs, conferring with those affected and addressing as appropriate; receives and investigates inquiries and complaints pertaining to subordinates' activities, and addresses as appropriate.
- Oversees maintenance of equipment assigned to road and bridge crews.
- Performs other related work as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from a four-year college or university with a degree in civil engineering, public administration, urban and regional planning, or a related field, or 6 to 9 years of progressively responsible experience in local government engineering work, including 1 to 2 years of responsible supervisory experience; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

QUALIFICATIONS AND STANDARDS REQUIRED

- Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.



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- **Language Ability:** Requires the ability to read a variety of reports, correspondence, budget reports, invoices, etc. Requires the ability to prepare correspondence, reports, budgets, personnel records, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- **Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering and mechanical terminology.
- **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to compute discount, interest, profit and loss, ratio and proportion, etc.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and surveying instruments.
- **Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors and shades of color.
- **Interpersonal Treatment:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- **Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: Perceiving nature of sounds by ear). Must be able to communicate via a telephone and two-way radio.

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of machinery and equipment, including computers, calculators, facsimile machines, copiers, two-way radios, transits, etc. Must be physically able to operate motor vehicles, including light pickup trucks. Must be able to lift to 35 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Light to Medium work.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the administrative practices and procedures relative to civil engineering and public works management.
- Thorough knowledge of the principles and practices of civil engineering as applies to the design, construction, and maintenance of roads and bridges.
- Thorough knowledge of the hazards and proper safety precautions involved in public works constructions and maintenance work.
- Considerable knowledge of the operation of moderate to heavy motorized equipment.
- Considerable knowledge of the principles of supervision, organization and administration.
- Considerable knowledge of the current literature, trends and developments in the field of public works construction and maintenance.
- Ability to prepare clear and comprehensive activity reports.
- Ability to prepare a budget and monitor department expenditures.
- Ability to plan, assign and coordinate the work of a large professional and technical staff.
- Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to perform research and compile data from various sources and prepare reports from such data.
- Ability to exercise independent judgement and initiative in applying standards to a variety of work situations.



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- Ability to effectively express ideas orally and in writing.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to establish and maintain effective working relationship as necessitated by work assignments.

LICENSE

Must have a valid Class A Commercial Florida Drivers' License.

FLSA/FRS STATUS

An employee allocated to this position is classified as 'Exempt' under the Fair Labor Standards Act and is designated as Service Management Service Class under the Florida Retirement System.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE
JOB CLASSIFICATION DESCRIPTION – WASHINGTON COUNTY BOCC – HUMAN RESOURCES

Approved By:	Washington County BOCC	Date:	00/00/0000
Last Updated By:	Washington County BOCC	Date:	00/00/0000