



# Associate Director – Public Works

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 733  
Supervisory: Yes  
Reports to: Director-Public Works/County Engineer

### Summary

Under general direction of the County Engineer / Director - Public Works & Community Development, supervises activities of various divisions of the Public Works Department.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establish employee and contractor performance standards for divisions of Public Works.
2. Approve hiring, termination, promotion, disciplinary actions, performance evaluation, training, and delegation of work assignments for assigned personnel.
3. Approve time cards, payroll, vacation time, sick time, and other leave.
4. Assist in maintaining department financial accountability including budget preparation and facilitating capital improvements budgeting and administration.
5. Respond to public and building tenant's requests and complaints.
6. Develop and implement policy and procedures manuals.
7. Ensure compliance with County personnel rules as well as state and federal regulations governing personnel management.
8. Conduct investigations of employee misconduct and meet with Personnel to resolve disputes and conflicts and to make recommendations for final disposition.
9. Participate in various committees and assist in public relations activities.
10. Coordinate with various departments to ensure surveying, mapping, and information system needs of Public Works are met.
11. Manage department use of information and technical systems including evaluation, purchasing decisions, acquisition, implementation, user training, and maintenance coordination.
12. Administer grant programs and contracts and ensure compliance with applicable requirements.
13. Perform financial analysis and prepare detailed reports as required.
14. Coordinate with County Attorney's Office on legal matters pertaining to Public Works.
15. Coordinate County negotiations and planning for major construction and remodeling efforts.
16. Oversee the construction and maintenance of County facilities.
17. Oversee disposal of surplus property.
18. Act as Public Works Director in his/her absence.

### For Office Use Only

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Job Title: Associate Director – Public Works

FLSA: Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

19. Serve as the Public Works representative to the Risk Management and Worker's Compensation Committees.
20. Act as safety officer for Public Works.

### **Knowledge, Skills, and Abilities**

Knowledge of public administration, personnel management, and budgetary procedures  
Knowledge of the theory, operation, and applications of geographic information systems and the Global Positioning System  
Knowledge of information systems analysis, design, development, implementation, and operation  
Knowledge of advanced mathematics and statistics  
Knowledge of surveying and engineering principles  
Knowledge of statutory and case law related to assigned duties  
Knowledge of various technical fields including, but not limited to, building management, preventive maintenance, construction management, telecommunications, fleet management, and natural disaster mitigation  
Skilled in advanced technical writing  
Skilled in sophisticated analytical techniques  
Ability to make oral presentations  
Ability to communicate effectively verbally and in writing  
Ability to maintain cooperative relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but is occasionally performed outdoors including in hot, cold, or inclement weather. This job occasionally exposes incumbent to hazardous chemicals, fumes, noxious odors, dusts, mists, gases, poor ventilation. Incumbent may be exposed to possible bodily injury from working in the roadway and/or from moving mechanical parts of equipment, tools, or machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is

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frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 40 pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Equivalent to a bachelor's degree in engineering, public management, or a related field
2. Eight (8) years' experience in public works administration of which four (4) years are in a supervisory capacity

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants are subject to, and must pass, a background check

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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