



# Director – Public Works / County Engineer

## Job Description

Department: Public Works  
Position: Appointed  
Grade: 737  
Supervisory: Supervisor  
Reports to: County Commission

### Summary

Under general guidance and direction of the County Commission, supervises, plans, coordinates, and directs the activities of Public Works. Reviews designs and maps and signs documents as a licensed Engineer.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of the Public Works.
2. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of workload, and retention of division heads and other personnel.
3. Compile, maintain, and review reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation within the department.
4. Supervise and correlate departmental activities within the department and with other County departments, volunteer groups, the public, and outside agencies; serve on committees and boards establish departmental and County-wide policies and procedures.
5. Oversee and is responsible for the preparation of the departmental budget, establish departmental policies and procedures.
6. Monitor, approve and make decisions of departmental purchase orders, expenditures, maintenance, and purchasing equipment, tools, and supplies.
7. Oversee the maintenance of all County facilities, roadways, trails, communication infrastructure, vehicles, and equipment.
8. Oversee all County engineering projects including in house and out of house designs; develop short- and long- range plans for construction and maintenance of buildings, roads, parks and trails, communication infrastructure, flood control facilities, and related programs.
9. Respond to questions and complaints from the public and other sources concerning Public Works activities.

### For Office Use Only

Class Code: 1004

Class Title: Director – Public Works / County Engineer

FLSA: Exempt

Effective Date: 9/25/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: II Safety Sensitive: No

DOT: No

ML: Department Head

10. Administer the County Transportation Master Plan and advise the County Commission on engineering matters.
11. Monitor construction and maintenance activities; provide engineering guidance for design, construction activities, testing, and inspection of large and complex projects.
12. Determine County engineering standards; approve engineering plans and specifications; stamp engineering plans and prepared maps with professional engineer seal.
13. Oversee and participate in special studies and recommendations.
14. Write professional, technical, and administrative reports and papers.
15. Administer bonds for development of private subdivisions and oversee the issuance of excavation, access, and special permits.
16. Act as Property Manager for the County.
17. Maintain contact and represent the County with professional organizations such as the American Public Works Association (APWA), National Association of County Engineers (NACE), American Society of Civil Engineers (ASCE); represent highway organizations at the local, State, and national levels such as Mountainland Association of Government and Utah Department of Transportation.
18. Remain current on management techniques, information systems, and modern engineering methods.
19. Establish Emergency Operations Plans and Procedures; provide training, as needed.

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

- Knowledge of principles, practices, methods, and applications of engineering and cost control
- Knowledge of public administration, personnel management, and budgetary procedures
- Knowledge of surveying and engineering
- Knowledge of estimating procedures, design and specification preparation
- Knowledge of information systems implementation, and operation
- Knowledge of advanced mathematics
- Knowledge of statutory and case law related to assigned duties
- Knowledge of contracting procedures and control
- Knowledge of pertinent local, State and Federal codes, standards, laws and ordinances
- Knowledge of construction management and methods
- Skilled in word processing and basic computer programs
- Skilled in document composition
- Skilled in reading, writing, and advanced math
- Skilled in analytical problem solving
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to perform basic accounting and budgeting including fee analysis
- Ability to maintain files, records, and reports

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- Ability to coordinate multiple tasks efficiently
- Ability to communicate technical language effectively verbally and in writing

### **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 in hot, cold, or inclement weather. This job occasionally exposes incumbent to hazardous chemicals, fumes, noxious odors, dusts, mists, gases, poor ventilation and requires use of protective devices such as masks, goggles, and gloves. 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 to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to lift, carry, push, pull, or otherwise move objects weighing up to fifty (50) pounds. The employee regularly drives a motor vehicle.

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

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be 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**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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**Required Education and Experience**

- 1. Bachelor’s degree in civil engineering.
- 2. Five (5) years of work experience performing engineering activities in the public sector.
- 3. Five (5) years of work experience performing engineering activities as a division supervisor or equivalent.
- 4. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

- 1. Incumbent must possess a valid State of Utah Professional Engineer’s License.
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment
- 3. Selected applicants will be required to submit to a pre-employment drug screen and 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.

**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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