



Job Description

TITLE: Public Works Director	JOB CODE: 1500
DEPARTMENT: Public Works	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Executive
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under administrative direction of the County Manager, this position plans, organizes and directs the operations and staff of the Public Works Department, including road construction and maintenance, solid waste disposal, shop maintenance and vector control; develop and manage the department budget; develop plans and cost estimates for construction and major maintenance projects; ensure safe operating procedures and compliance with all laws and regulations

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and maybe required to perform additional, position-specific tasks.*

- Develop, evaluate, and implement department goals, policies and procedures; evaluate programs and work processes; ensure activities comply with applicable laws, policies and regulations, including State Procurement Code, State Building Codes and State Highway Department Standards.
- Direct operations and staff; prioritize and assign work and projects; hire, train and evaluate staff; counsel, coach, and instruct employees; develop staff and conduct performance evaluations.
- Develop and monitor the operating and capital budgets; prepare special and recurring reports, budgets, grants, proposals and contracts; recommend and implement changes to existing policies.
- Provide leadership, direction and coaching to staff in the areas of performance management, problem resolution, planning, and work assignments.
- Conduct research and planning for the department; monitor industry trends and identify potential changes; analyze workload and recommend staffing assignments and adjustments; manage projects including grants and capital projects.
- Act in an advisory and coordinating capacity for the County Manager and the County Commission; assist other County departments in related programs; conduct special research and studies; prepare reports and recommendations based on findings.
- Develop and manage the road construction and maintenance program; conduct planning and financial evaluation; oversee maintenance techniques, service requests, complaint reviews, corrective recommendations and operational problem solving.
- Develop and manage technological objectives of the department consistent with industry standards and innovations.
- Plan, organize, and provide general direction for large capital projects, including plan reviews and cost estimates.
- Prepare specifications, bid documents and inspection requirements for specially funded projects; manage the budgeting and accounting for projects.
- Respond to citizen complaints, concerns or inquiries regarding the Department.
- Oversee customer service activities by directing staff in the development of responses that may include litigation investigations, filings and testimony.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the methods and techniques of the science, design, construction and maintenance of roads, bridges, and culverts.

Job Description

Public Works Director

- Knowledge of management and personnel administration methods, techniques and policies.
- Knowledge of budgets, grant requirements and financial reporting.
- Knowledge of the principles and practices of professional engineering and project management.
- Ability to oversee complex engineering/construction projects and prioritize tasks using a critical path method approach.
- Knowledge and application of federal, state and county policies, procedures, regulations, codes and ordinances.
- Knowledge of occupational safety and health rules and regulations.
- Knowledge of customer service and public relations methods and practices.
- Skill in effectively managing and leading staff and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in planning and implementing policies and procedures regarding personnel, capital, and assets.
- Skill in data collection and analysis and in making appropriate recommendations.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard engineering and business software.

Education and Experience

- Bachelor's Degree in Engineering or a related field and ten (10) years of public works construction and practical engineering experience. A valid New Mexico Professional Engineering license or the ability to acquire within 6 months of hire.
- Five (5) years of management experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____