

JOB OPENING ANNOUNCEMENT



Position Title: Public Works Director

Department: Public Works

Position Summary:

Under the supervision of the County Administrator, the Public Works Director plans, manages, and oversees the activities and operations of Public Works, Noxious Weeds, and Solid Waste including recycling and household hazardous waste. The Public Works Director directs and manages personnel through effective planning, staff management and resource allocation, the development and completion of capital improvement projects, the implementation of employee and job site safety, staff development, and compliance with local, State and Federal regulations, as well as County policies and goals. The Public Works Director exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory employees. This employee is responsible for the preparation and monitoring of multiple budgets, implementing and adhering to procedures, and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with County and municipal officials, peers and subordinates, State and local organizations, and with the public. This employee must also exercise considerable independent judgment and technical expertise in order to meet departmental objectives.

Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).

How to Apply: Apply on-line at www.HRePartners.com **AND** Send Letter of Interest including accomplishments and projects to:

Public Works Director Opening c/o Human Resources
1428 S Main St, Suite 2 Ottawa, KS 66067

Base Rate: \$80,000-\$100,000 annually depending on qualifications

Date Opened: Monday, September 17, 2018

Date to Close: Sunday, October 14, 2018

Hours: Generally M-F, 8 a.m. to 5 p.m. This position is **ALWAYS** on call.

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at humanresources@franklincoks.org.

Additional Information:

Bachelor's degree or equivalent in engineering, public administration, business administration, management, liberal arts, law, or a related field from an accredited college or university **AND** three to five years related experience and/or training **OR** equivalent combination of education and experience.

Assesses County needs, develops and promotes innovative, effective solutions.

Manages and assigns work for department to include special projects and/or grants; complies with auditor recommendations, local, state, and federal regulations or grant and/or funding requirements; prepares annual budgets for presentation.

Consults and advises the County Administrator and Board of County Commissioners on matters relating to departmental operations, contractual agreements and other matters as assigned.

Represents Franklin County and assigned departments on committees, at meetings, conferences, seminars, hearings, etc.

Comprehensive knowledge of modern principles and practices of public works, noxious weed, solid waste and recycling administration.

Establishes and maintains effective working relationships with staff, other employees, outside agencies, officials and the public required.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

Franklin County conducts background checks and drug screenings on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions.

Franklin County is an Equal Employment Opportunity Employer

Franklin County, Kansas Job Description

Title: Public Works Director	Grade: 30
Reports To: County Administrator	FLSA: Exempt
Department: Public Works	Modified Date: 09/2018

JOB SUMMARY:

Under the supervision of the County Administrator, the Public Works Director plans, manages, and oversees the activities and operations of Public Works, Noxious Weeds, and Solid Waste including recycling and household hazardous waste. The Public Works Director directs and manages personnel through effective planning, staff management and resource allocation, the development and completion of capital improvement projects, the implementation of employee and job site safety, staff development, and compliance with local, State and Federal regulations, as well as County policies and goals. The Public Works Director exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory employees. This employee is responsible for the preparation and monitoring of multiple budgets, implementing and adhering to procedures, and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with County and municipal officials, peers and subordinates, State and local organizations, and with the public. This employee must also exercise considerable independent judgment and technical expertise in order to meet departmental objectives.

ESSENTIAL FUNCTIONS:

- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Fields questions, concerns, and complaints from internal and external customers;
- Supervises, evaluates, and trains department personnel;
- Assists with the budget, controls expenditures and provides input on revenue sources;
- Manages and assigns work for department to include special projects and/or grants; complies with auditor recommendations, local, state, and federal regulations or grant and/or funding requirements; prepares annual budgets for presentation;
- Performs public education, speaking and outreach when new projects are being implemented and for ongoing activities;
- Consults and advises the County Administrator and Board of County Commissioners on matters relating to departmental operations, contractual agreements and other matters as assigned;
- Researches the type of equipment to purchase or programs to support; prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations;
- Approves expenditures and submits for payment; reviews accounts payable and accounts receivable work;
- Oversees and reviews work requests by the public, the County Commission, and department employees; records reflect work requested, in progress, and completed;
- Consults with the superintendents about equipment and equipment maintenance needs, projects, and other items regarding daily operation of department;
- Consults with supervisors regarding the hiring, promoting, and/or disciplining of employees;
- Coordinates agreements with landowners for departmental activities that affect private property; acquires right-of-way and/or easements for County projects;
- Consults utility companies, contractors, and/or engineers regarding projects, traffic studies, and other activities that legally require engineering work;
- Confers with KDOT, KDHE, FHA, FEMA and other State and federal agencies about their projects and activities in or with Franklin County;
- Prepares applicable required reports for departmental operations;

- Reviews daily and monthly records of income and expenditures for the assigned divisions to ensure that funds are available to cover the items set forth in the yearly budget and to follows regulations set forth by County, State and federal guidelines;
- Adheres to financial accounting procedures as dictated by statutes, including reporting for income/expenditures related to budgets, grants, and other financial authorities/agencies;
- Oversees daily operations of assigned department; develops short and long term goals for department; develops and administers departmental policies and procedures;
- Maintains efficient office procedures, including written office procedures for all activities in assigned department;
- Represents Franklin County and assigned department on committees, at meetings, conferences, seminars, hearings, etc.;
- Directs the record keeping of road and facility status, work completed, facility and project compliance, inspections, departmental operations;
- Ensures annual inspections are completed per local, state, and federal regulations;
- Other duties as assigned.

SECONDARY FUNCTIONS:

- Performs other related duties as required

SUPERVISORY FUNCTIONS:

- Assists with the overall direction, coordination, and evaluation of department;
- Carries out supervisory responsibilities in accordance with the County's policies and applicable laws;
- Supervising may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Comprehensive knowledge of modern principles and practices of public works, noxious weed, solid waste and recycling administration;
- Management theories, principles and practices as applied to administration of large-scale diverse public operations and administrative offices;
- Local government policies, procedures, codes, and ordinances pertaining to assigned projects and activities;
- Planning, forecasting, and budgeting techniques; research methods and techniques;
- Local, State and Federal regulations;
- Computers and computer applications that at a minimum include Microsoft Office Suite products (Outlook, Word, Excel, etc.).

SKILL IN:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings;
- Using initiative and independent judgment within established procedural guidelines;
- Developing and implementing procedures for cost effective management of allocated resources;
- Analyzing, interpreting, and evaluating technical engineering data and construction documentation;
- Assessing and prioritizing multiple tasks, projects and demand;
- Effectively supervising and leading staff, delegating tasks, and authority;
- Assessing County needs, developing and promoting innovative, effective solutions.

ABILITY TO:

- Manage maintenance of a shop facility, fixtures and support systems;
- Effectively manage supervisors and employees;
- Communicate effectively verbally and in writing;
- Maintain accurate records;
- Establish and maintain effective working relationships with employees, County, state, and federal officials and the public;
- Utilize the highest level of interpersonal skill in order to understand, select, evaluate, develop, and motivate people at any level within or outside the organization, directly or by delegation;
- Work and be on-call 24/7.

REQUIRED CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Valid Driver's License

PREFERRED CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Professional Engineering License.

REQUIRED EDUCATION/OR EXPERIENCE:

- Bachelor's degree or equivalent in engineering, public administration, business administration, management, liberal arts, law, or a related field from an accredited college or university;
- **AND** three to five years related experience and/or training;
- **OR** equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Master's degree or equivalent in engineering, public administration, business administration, management, liberal arts, law, or a related field from an accredited college or university;
- **AND** six or more years related experience and/or training;
- **OR** equivalent combination of education and experience.

PHYSICAL CONDITIONS:

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

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee is frequently required to sit and use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, crawl, or smell;
- The employee is occasionally required to stand, walk, reach with hands and arms;
- The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.