

## **SNOHOMISH COUNTY CLASS SPECIFICATION**

### **PUBLIC WORKS, DEPUTY DIRECTOR**

Spec No. 1079

#### **BASIC FUNCTION**

The Deputy Director serves as the County Engineer and is responsible for directing, and controlling design, construction and maintenance activities in the Department of Public Works for County roads, bridges, surface water and solid waste projects. Oversight includes contract compliance, fiscal overview, operations, engineering and programming.

#### **STATEMENT OF ESSENTIAL DUTIES**

1. Assists the Director of Public Works in the overall management and operations of the department by answering questions, making decisions and representing the Director of Public Works as assigned.
2. Serves as the County Engineer to plan, direct, manage, review and approve professional engineering work in the department.
3. Represents the Director of Public Works before the Executive and Council, as necessary or as assigned.
4. Coordinates review of transportation elements of private development proposals and other land use projects.
5. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other departments, outside agencies, engineering and construction firms, developers, citizen groups and the general public.
6. Assists in the preparation of departmental short and long-range business and strategic plans.
7. Participates in the development and administration of service contracts to other public agencies.
8. Reviews and analyzes a variety of legislation, plans and programs.
9. Participates in the development of County proposals for amendments to collective bargaining agreements; assists in coordination and processing of disciplinary matters.
10. Chairs weekly staff meetings in the Director's absence; approves press releases; provides guidance and direction to subordinate level managers and directors as necessary.
11. Represents the department at public meetings, joint activities with other agencies and hearings; makes presentations before council and coordinates with the council on behalf of the director.

# SNOHOMISH COUNTY CLASS SPECIFICATION

## PUBLIC WORKS, DEPUTY DIRECTOR

Spec No. 1079

### STATEMENT OF ESSENTIAL DUTIES (Continued)

12. Directs the completion of authorized capital improvement programs as assigned.
13. Evaluates departmental operations as assigned; initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
14. Monitors hiring, training, scheduling and assignment of employees; conducts performance evaluations, coaching, counseling and discipline as needed.
15. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in civil engineering; AND, six (6) years of professional engineering management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

Possession of a valid Professional Engineer's License with specialization in civil engineering is required.

A valid Washington State Driver's License is required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of modern civil engineering
- modern construction methods, materials and equipment
- relevant laws, rules, regulations and legislation governing various public works projects and programs
- principles and practices of program planning, organization and budgeting
- public relations activities to include speaking before large groups
- principles and practices of effective supervision and management

Ability to:

- stay abreast of current literature, trends and developments in the public works and public utility fields
- provide testimony at public hearings and trials
- plan, organize, coordinate and direct the operations and activities of division
- effectively supervise, manage and evaluate the work of subordinate employees
- prepare and administer the division's budget

# SNOHOMISH COUNTY CLASS SPECIFICATION

## PUBLIC WORKS, DEPUTY DIRECTOR

Spec No. 1079

### KNOWLEDGE AND ABILITIES (Continued)

- analyze division operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- establish and maintain effective work relationships with public officials, higher level management, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials
- work under pressure and delegate responsibility effectively

### SUPERVISION

The employee reports directly to the Director of Public Works. Considerable independent judgment is exercised in resolving administrative and technical problems within the department. Performance is evaluated through conferences and results obtained.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips as necessary to locations throughout the county. The employee may be required to work evenings, weekends and holidays as circumstances dictate.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: 1977 Assistant Director of Public Works

Revised/Retitled: August 1984 as Engineering Director

Revised: August 1990, March 2017

Previous Spec No. 222100

EEO Category: 1 – Officials and Administrators

Pay Grade: 114 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous