

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general administrative direction of the County Executive, to direct the County's public works programs; and to do related work as required.

EXAMPLES OF DUTIES

Directs the development of public works programs and advises, coordinates and participates in their implementation. Performs administrative and professional engineering work required for construction, operation, maintenance and repair of a wide range of projects, including the solid waste landfill system and mechanical and chemical eradication of aquatic weeds in the County's lakes and their major tributaries. Directs and assists in the development and preparation of public works plans, specifications and contracts. Evaluates County policies and recommends major changes or new projects within the overall public works program. Upon request, acts as engineering consultant to the County Board, its committees, commissions and boards, as well as to County departments. Directs personnel and work functions of department and develops and administers its annual budget.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree in Civil Engineering from an accredited college or university and a minimum of five years of municipal public works engineering experience, including at least two years in an administrative and supervisory capacity.

Knowledges and Abilities: Knowledge of the principles and practices of civil engineering; knowledge of hydraulic and electrical systems. Knowledge of municipal public works administration, planning and design. Ability to prepare and review plans and specifications for land surveys and other public works projects. Ability to plan and supervise the work of professional, technical and field employees engaged in departmental activities. Ability to prepare clear and comprehensive reports; ability to supervise the preparation of budget requests and funding proposals and to justify such items. Ability to establish and maintain effective relationships with other officials, employees and the public.