



LARAMIE COUNTY

JOB DESCRIPTION

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| TITLE: | Public Works Director | FLSA: | Exempt |
| DEPARTMENT: | Public Works | REVISED: | |

Summary: Under administrative direction, directs the Public Works Department (PWD) through effective planning, staff management, resource allocation, and sound fiscal practices; assures the effective coordination of Public Works projects required to meet Laramie County strategic plans and objectives.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops and implements Public Works Department (PWD) strategies to accomplish plans and goals; reviews County needs, and determines PWD resource requirements, costs and deliverables; determines scope and priorities of projects, and directs activities required to achieve project goals.
- Directs Department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; manages Department performance and productivity; assures the overall integrity of the Department products and services.
- Plans, directs and coordinates the Public Works Department's work plan; meets with management staff to identify and resolve problems; assigns projects and operational responsibilities to supervisors; reviews and evaluates work methods and procedures.
- Directs the PWD activities to support present and future operational needs; assures compliance with state and Federal policy and regulations.
- Interprets Board of Commissioners' concerns, defines desired results, develops solutions, and recommends direction of PWD strategies and projects.
- Directs and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; implements corrective actions and conducts performance evaluations; provides leadership, direction and guidance in project strategies and priorities; reviews and approves status reports and directs schedule and plan modifications.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; evaluates and monitors work load and support systems; identifies opportunities for improvement; directs the implementation of changes.
- Manages, allocates, and coordinates numerous internal and external resources, including negotiating contracts; develops and manages budgets, maintains current and accurate financial and resource information on PWD operations; directs the purchase of equipment and services.
- Assures effective communication of issues and strategies between PWD and County Commissioners; serves as liaison between the County and various Regional organizations and agencies; coordinates PWD project activities with other departments and agencies, including County Planning Group.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of principles and practices of project management in a government environment.
- Knowledge of the fundamentals of civil engineering and project planning.
- Knowledge of the methods and techniques of the design, construction and maintenance of public works infrastructure.
- Knowledge of the principles and practices of cost accounting, budgeting, personnel administration, and strategic planning.

- Skill in analyzing PWD issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in checking designs, details, estimates, plans, and specifications of PWD projects.
- Skill in analyzing and evaluating technical engineering data and documentation.
- Skill in analyzing needs of County residents and prioritizing projects to meet their needs.
- Skill in developing and implementing long-range plans and procedures for cost effective management of allocated resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in creating a work environment that fosters teamwork, creativity, and ethical standards.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Engineering, Public Administration or related field; and seven (7) year's experience in managing Public Works projects, including five (5) year's supervisory experience; OR equivalent combination of education, training and experience; must have a valid Commercial Driver's License.