

BARTON COUNTY POSITION DESCRIPTION

DEPARTMENT: Public Works

POSITION TITLE: Public Works Director

SUPERVISOR: Operations Director/ County Commissioners

POSITION SUMMARY - Manages the resources and personnel in the Road and Bridge Department, Noxious Weed Department and County owned Memorial Parks. The employee oversees all operations concerning the road and bridge, noxious weed, and memorial parks departments. Work is performed with a substantial degree of independence within the framework of prescribed policies and procedures. Utilizes accepted standards of safety in all phases of designated duties. Supervises and trains internal supervisory staff to include planning and coordinating department activities and daily work assignments. Works with Engineering professionals on various work tasks and follows guidelines as directed by Operations Director and/or County Commissioners.

ESSENTIAL TASKS:

SUPERVISORY/MANAGEMENT

- Manages Road & Bridge and Noxious Weed personnel.
- Assists in preparation of Road & Bridge, Noxious Weed and Memorial Parks annual budgets. Monitors budget on a monthly basis and ensures expenditures are within budget.
- Maintains safe working conditions and instructs others on safety issues. Utilizes all safety equipment and instructs others of its use.
- Oversees supervisory staff on proper personnel direction and work assignments.
- Delegates authority as required to complete the job.
- Schedules job tasks with staff to ensure completion within a timely manner.
- Exercises professional judgment and decision making on an independent regular basis.
- Maintains personnel requirements and reports personnel issues to Operations Director or County Commission as needed.

ROAD & BRIDGE DEPARTMENT

- Works with Engineering professionals on various work tasks.
- Plans and coordinates department activities, including contract management with professional firms; road and bridge maintenance; vehicle and equipment maintenance.
- Meets with the public on request and approves projects as needed.
- Conducts personnel meetings and public meetings on job tasks and related road issues.
- Outlines work projects for both the present and future. Determines environmental conditions and plans future work accordingly.
- Works with utility companies, city and township officials and professionally maintains public contact on a regular basis.
- Identifies equipment needs and purchase requests.

- May be on emergency call 24 hours a day, seven days a week to take care of calls related to Road and Bridge operations.

NOXIOUS WEED

- Communicates with chemical suppliers on chemical needs and purchases.
- Provides educational talks related to noxious weed control as requested.
- Prepares data for all pertinent reports, such as the KSBA annual report and submits reports in a timely manner.
- Provides chemical quotes as requested.

MEMORIAL PARKS (CEMETERIES)

- Responsible for the perpetual and general care of both Memorial Parks.
- Oversees the service provider contracted to perform the general care of both Memorial Parks.
- Ensures the drives, walkways and borders are maintained in good condition.
- Inspects the work performed by grave digging contractors to ensure work was properly performed.

Creates new approaches to problems encountered.

Attends professional training seminars to enhance education and effectiveness.

Performs all other tasks as needed and/or requested.

POSITION REQUIREMENTS:

Education: **Preferred:** High school graduate or equivalent and a four year college degree in engineering or public works or related field, administration related

Experience: **Minimum Required:** Five years practical experience in administrative and supervisory work in engineering or public works administration or equivalent field.

Licensure/Certification: Valid Kansas Driver's License with CDL endorsement.

Skills/Knowledge/Ability: Good organizational and communication skills. Excellent public relations abilities. Knowledge of materials, methods and tools involved in the repair and/or construction of roads, bridges and other public works projects. Knowledge of roadway laws and regulations. Ability to make effective speeches and presentations to management, public groups, and/or commission. Proficient personal computer skills including word processing, spreadsheets and databases. Ability to operate and maintain various types of light and heavy duty equipment and tools. Ability to develop own work methods and work independently with no direct supervision.

Physical Requirements/Abilities: Close mental, visual and hearing attention required. Ability to walk in ditches, fields, tree areas, bridge and construction sites with uneven terrain. Occasionally lifts and carries heavy objects and operates light and heavy-duty equipment.

WORK ENVIRONMENT: Regularly works in a climate controlled environment with adequate lighting and ventilation. Moderate noise from office machines, such as computers, printers, etc. Drives/rides in county vehicle for long periods of time on a regular basis. Occasionally works outdoors in inclement weather conditions.

These specifications should not be interpreted as all-inclusive. Is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____ Date ____/____/____

Employee Signature _____