

POSITION: Associate Director – Public Works

Posting# 1115-0718sr

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 68 \$3,704.88 Biweekly - \$96,326.88 Annually

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: July 13, 2018

CLOSING DATE: July 27, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general direction of the County Engineer / Director - Public Works & Community Development, supervises activities of various divisions of the Public Works Department.

DUTIES INCLUDE:

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

1. Establish employee and contractor performance standards for divisions of Public Works.
2. Approve hiring, termination, promotion, disciplinary actions, performance evaluation, training, and delegation of work assignments for assigned personnel.
3. Approve time cards, payroll, vacation time, sick time, and other leave.
4. Assist in maintaining department financial accountability including budget preparation and facilitating capital improvements budgeting and administration.
5. Respond to public and building tenant's requests and complaints.
6. Develop and implement policy and procedures manuals.
7. Ensure compliance with County personnel rules as well as state and federal regulations governing personnel management.
8. Conduct investigations of employee misconduct and meet with Personnel to resolve disputes and conflicts and to make recommendations for final disposition.
9. Participate in various committees and assist in public relations activities.
10. Coordinate with various departments to ensure surveying, mapping, and information system needs of Public Works are met.
11. Manage department use of information and technical systems including evaluation, purchasing decisions, acquisition, implementation, user training, and maintenance coordination.
12. Administer grant programs and contracts and ensure compliance with applicable requirements.
13. Perform financial analysis and prepare detailed reports as required.
14. Coordinate with County Attorney's Office on legal matters pertaining to Public Works.
15. Coordinate County negotiations and planning for major construction and remodeling efforts.
16. Oversee the construction and maintenance of County facilities.
17. Oversee disposal of surplus property.

18. Act as Public Works Director in his/her absence.
19. Serve as the Public Works representative to the Risk Management and Worker’s Compensation Committees.
20. Act as safety officer for Public Works.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of public administration, personnel management, and budgetary procedures
Knowledge of the theory, operation, and applications of geographic information systems and the Global Positioning System
Knowledge of information systems analysis, design, development, implementation, and operation
Knowledge of advanced mathematics and statistics
Knowledge of surveying and engineering principles
Knowledge of statutory and case law related to assigned duties
Knowledge of various technical fields including, but not limited to, building management, preventive maintenance, construction management, telecommunications, fleet management, and natural disaster mitigation
Skilled in advanced technical writing
Skilled in sophisticated analytical techniques
Ability to make oral presentations
Ability to communicate effectively verbally and in writing
Ability to maintain cooperative relationships with those contacted in the course of work activities

REQUIREMENTS FOR EMPLOYMENT:

1. Equivalent to a bachelor’s degree in engineering, public management, or a related field
2. Eight (8) years’ experience in public works administration of which four (4) years are in a supervisory capacity

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

Additional Eligibility Qualifications:

Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO**

POSTMARKS OR RESUMES. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.