

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSOCIATE DIRECTOR - PUBLIC WORKS  
CLASS CODE: 1115  
  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR  
  
EFFECTIVE DATE: 2/1/2013 (REVISED 8/9/2007 VERSION)  
DEPARTMENT: PUBLIC WORKS

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## **JOB SUMMARY**

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

## **ESSENTIAL FUNCTIONS**

Establishes employee and contractor performance standards for divisions of Public Works.  
Approves hiring, termination, promotion, disciplinary actions, performance evaluation, training, and delegation of work assignments for assigned personnel.  
Approves time cards, payroll, vacation time, sick time, and other leave.  
Supervises administrative services of the department.  
Assists in maintaining department financial accountability including budget preparation and facilitating capital improvements budgeting and administration.  
Responds to public and building tenant's requests and complaints.  
Develops and implements policy and procedures manuals.  
Ensures compliance with County personnel rules as well as state and federal regulations governing personnel management.  
Conducts investigations of employee misconduct and meets with Personnel to resolve disputes and conflicts and to make recommendations for final disposition.  
Participates in various committees and assists in public relations activities.  
Coordinates with various departments to ensure surveying, mapping, and information system needs of Public Works are met.  
Manages department use of information and technical systems including evaluation, purchasing decisions, acquisition, implementation, user training, and maintenance coordination.  
Administers grant programs and contracts and ensures compliance with applicable requirements.  
Performs financial analysis and prepares detailed reports as required.  
Writes various reports and prepares requests for proposals, bids, specification, and contracts.  
Coordinates County negotiations and planning for major construction and remodeling efforts.  
Oversees the construction and maintenance of County facilities.  
Oversees disposal of surplus property.  
Acts as Public Works Director in his/her absence.  
Serves as the Public Works representative to the Risk Management and Worker's Compensation Committees.  
Acts as safety officer for Public Works.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of public administration, personnel management, and budgetary procedures; Skill in advanced technical writing; Ability to communicate effectively verbally and in writing; Ability to make oral presentations; Knowledge of the theory, operation, and applications of geographic information systems and the Global Positioning System; Skill in advanced computer programming; Knowledge of information systems analysis, design, development,

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implementation, and operation; Knowledge of advanced mathematics and statistics; Knowledge of surveying and engineering principles; Skill in sophisticated analytical techniques; Knowledge of statutory and case law related to assigned duties; and Knowledge of various technical fields including, but not limited to, building management, preventive maintenance, construction management, telecommunications, fleet management, and natural disaster mitigation.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 40 pounds; ascends or descends ladders, scaffolding, ramps, poles, and the like; uses tools that require a high degree of dexterity; needs to distinguish between colors; and communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in fully or partially environmentally-controlled rooms, but is occasionally performed outdoors including in hot, cold, or inclement weather. Work occasionally exposes incumbent to hazardous chemicals, fumes, noxious odors, dusts, mists, gases, poor ventilation, and high levels of noise. Work occasionally exposes incumbent to possible bodily injury from working in the roadway and/or from moving mechanical parts of equipment, tools, or machinery.

### **EDUCATION AND EXPERIENCE**

Equivalent to a bachelor's degree in information systems, geography, public management, or a related field; and equivalent to advanced level course work in cartography, photogrammetry, surveying, and information systems; and eight (8) years of work experience in public works administration of which four (4) years are in a supervisory capacity.

### **LICENSING AND CERTIFICATION**

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

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.