



COUNTY OF NYE

CLASS TITLE: DIRECTOR PUBLIC WORKS

BASIC FUNCTION:

Under the direction of the County Manager, responsible for organizing, directing and coordinating activities of several divisions comprising the Public Works Department, including Road Maintenance, Solid Waste Treatment, Fleet Maintenance, and Airports.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.)*

Assigned job tasks/duties are not limited to the representative duties).

1. Directs through division heads, a large and diversified staff of professional, technical, skilled and unskilled workers and clerical employees.
2. Confers with and advises division heads on problems related to the design, construction and maintenance of roads, airport, fleet, and other public structures.
3. Administers the engineering for designs and specifications and the securing of bids and assignments of contracts for major County projects.
4. Controls projects program planning, contracting and construction supervision.
5. Directs related administrative duties including Public Works budget preparation and execution and monitoring, purchasing, personnel, reports and correspondence in administration of projects involving state and federal funds.
6. Revises plans, technical engineering reports, budget estimates and proposed ordinances and regulations submitted by division heads.
7. Confers with the County Manager and the Board of County Commissioners on matters pertaining to major departmental activities and furnishes technical engineering advice on public work issues.
8. Confers with representatives of federal, state and county agencies on various public works problems and engineering activities.
9. Prepares memoranda and correspondence relative to the activities of the department.
10. Attends meetings of professional organizations and presents matters pertaining to public works programs to professional and civic organizations.
11. Plans, directs and implements road projects.
12. Coordinates with consultants to develop comprehensive Countywide solid waste management program; monitors site conditions and ensures personnel are appropriately trained in operation and maintenance techniques.
13. Confers and coordinates with County Planner on such issues as subdivision improvement plans, including roads, water and sewer.
14. Coordinates with federal and state agencies to insure all regulations and guidelines are met to insure general aviation safety at County airport facilities.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from accredited college with Bachelor of Engineering and experience directing and administering major department/division.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Division heads, professional, technical, skilled and unskilled workers and clerical employees.

CONTACTS:

County Administrator, Board of Commissioners, division heads, support staff, federal, state and county agencies, vendors, and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.