

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( ) Action

FROM (DEPT/ DIVISION): Public Works

SUBJECT: PW organizational restructure

<p><b>Background:</b></p> <p>Public Works seeks to implement a new department organizational structure designed to improve efficiency with a strong focus on succession planning. Board approval to restructure the department would include a new organization chart (attached) and the addition of 2 new management positions. 1) Assistant Director (job description attached) and 2) Operational Supervisor (job description yet to be developed). Currently the department is operating with no backup at the Administrative level. This restructure will put in place a strong foundation and ensure cross training is in place for the future of the department.</p>	<p><b><u>ACTION REQUESTED:</u></b></p> <p>1) Approve new Department Org Chart  2) Approve Assistant Director of PW position Range 34  3) Approve Operations Supervisor position Range 30</p>
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ATTACHMENTS: organizational chart, position description

Date: (8/24/21) Submitted By: (Tom Fellows)

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Exec. Asst.
- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List: )

To be notified of Meeting:

Needed at Meeting: Tom Fellows

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Scheduled for meeting on: September 8, 2021

Action taken:

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Follow-up:



**UMATILLA COUNTY**  
**POSITION DESCRIPTION**



**Department:** *Public Works*  
**Position Title:** *Assistant Public Works Director*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** \_\_\_\_\_  
**Union Covered:** No **BOLI Exempt:** Yes

**GENERAL DESCRIPTION OF POSITION**

This position will be responsible for directly supervising and coordinating Public Works projects. This position shall supervise and coordinate road construction and maintenance operations on Umatilla County roads. Provides direct supervision to the Superintendents and Foreman in the public works department, ensuring all work is done in a professional manner, meeting county specifications within budget, on time, and maintaining a safe work environment.

**SUPERVISORY RELATIONSHIPS**

The Assistant Public Works Director shall function under the direct supervision of the Public Works Director. The Assistant Public Works Director will provide direct supervision to the Superintendents, Foremen and Public Works office staff.

**PRINCIPAL DUTIES OF POSITION**

1. Direct and review the work of crews supervised by this position.
2. Provide leadership and develop short and long-term plans to improve productivity, develop staff and hold them accountable. Promote and nature effective work teams by identifying training needs, insistence on safe working conditions, working practices, and well-maintained equipment, and work area.
3. Handle labor and employee relation matters within contract agreement, working with the Director and Human Resources to resolve workforce issues.
4. Make hiring and termination recommendations and evaluate employee's performance through annual and on-on-one reviews. Ensure staff meet expectations and guidelines for the supervision and oversight of maintenance crews and projects.
5. Complete and maintain appropriate documentation associated with projects in a timely manner.
6. Examine and inspect work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
7. Handling several projects simultaneously, and possible directing and managing other estimating personnel for support.

8. Obtaining quotes for materials, tools and equipment from suppliers and subcontractors to support department projects.
9. Prepares total project cost estimates that take in to account potential costs of all work scheduled.
10. Develops an initial project strategy and schedule which includes all tasks and determines the best strategic approach to accomplish the goals, objectives, and scope of the proposed project.
11. Advises the county of options necessary to keep the project in budget.
12. Defines and develops project tasks, timeliness and milestones.
13. Anticipates overlaps and gaps in costing and is proactive in pursuing resolution.
14. Works with professional consultants, contractors, ad customer representatives to identify all tasks necessary to keep projects on schedule.
15. This position will regularly come into contact with scheduling, coordinating or code compliance with
  - ODOT or other transportation entities
  - Supervisor/Managers
  - Contractors
  - City Personnel
  - Department of Environmental Quality
  - Local, Federal, Tribe Government Officials
  - Local, State Fire Marshals
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#### **OTHER DUTIES OF POSITION**

Attend Oregon Association of County Engineers and Surveyors functions and meetings.  
Take an active role in professional associations associated with public works (APWA, NACE)  
Be available for after hour call outs as necessary.  
Duties shall include such other duties and responsibilities as may be assigned by the public works director or board of commissioners.

#### **REQUIREMENTS FOR POSITION**

High School diploma or GED and a minimum of five (5) years' experience in road maintenance and construction, including at least two (2) years in a supervisory capacity.

Thorough knowledge of highway engineering, road and bridge maintenance; methods, techniques and materials required for roadway, roadside, bridge and drainage construction and maintenance operations.

Ability to read and interpret documents such a safety rules; operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak and communicate but orally and in writing in both individual and group settings to professional organizations, public entities, governing bodies, senior management, employees, clients and the public.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Excellent problem-solving skills.

Must have a valid driver's license. Valid CDL required within 12 months of hire.

Must have a good working knowledge of project controls including scheduling, budgeting, progress monitoring, and forecasting.

Ability to travel to job sites as needed

Demonstrated ability to identify and implement solutions problems quickly in high pressure

situations with professionalism.

Skills in preparing written reports, evaluating facts in relation to laws, rules, regulations and policies.

Use of Technology: Strong working knowledge of computer programs including but not limited to Excel, Word, PowerPoint, Adobe. Ability to adapt to new technologies; troubleshoot problems; and utilize technology to increase productivity and keep technical skills up to date as necessary for continued growth and success of the department.

Must be a respectful member of the County team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values, and behaviors.

### **SPECIAL QUALIFICATIONS**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds alone or more with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer including various programs associated with Google or micro soft word processing, spread sheet and various data base applications. Various office machines, calculator, telephone, copy machine/scanner. Other equipment including pickup truck, loader's shovel rake, hammer, pry bar, chain saw, various measuring devices, etc. This is only a partial list of the potential tool/equipment used in the performance of the job.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job the employee will work regularly in both office and outside environments. This includes all weather conditions at all times of the year. This variety should be expected and prepared for on a daily basis. The noise level in this job is usually quiet but can be loud when working around heavy equipment. Hearing protection and other safety items are supplied by the county.

**This description covers the most significant essential and auxiliary duties performed but**

**does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date