SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Deputy Director/County Engineer  Date: March 22, 2004
Reports to: Board of County Commissioners  Department: Public Works
FLSA Status: Exempt
Positions Supervised: 10 Direct Reports  45 -50 indirect reports

GENERAL RESPONSIBILITIES: Acting under the direction of the Public Works Director the County Engineer manages county infrastructure improvements and has full supervisory responsibilities for all employees of the Roads, Engineering, Equipment/Fleet, and Planning divisions of the Public Works Department. Exercises considerable independent judgement and discretion in the interpretation, application and enforcement of laws, regulations, and county policies applicable to Public Works operations. Carries out the policies and directives of the Board of County Commissioners (BOCC).

MINIMUM QUALIFICATIONS:
• Requires a Bachelors Degree in Civil Engineering or equivalent degree and a current registration in the State of Washington as a licensed professional engineer (P.E.), and
• Ability to operate a motor vehicle, a valid Washington State drivers license and a good driving record, and
• A minimum of three years experience working as an engineer in the transportation field (road/bridge design, traffic engineering, transportation planning); OR
• Any equivalent combination of education and experience that demonstrates the knowledge, skills and abilities to perform the job.

PREFERRED QUALIFICATIONS:
• A Masters Degree in Engineering
• 5 years of increasingly responsible experience in civil engineering with at least two years serving in a supervisory capacity
• Experience working as a licensed professional engineer for a public sector employer

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Plans, administers, and coordinates all engineering, construction, and maintenance of public infrastructure including, but not limited to, roads, bridges, storm drainage systems, docks, marine access facilities, buildings, structures, pedestrian pathways and public rights-of-way.
*2. Provides leadership, vision, and guidance for employees within the department and throughout county government; provides direct supervision and personnel management for subordinates.
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3. Prepares all reports, plans and documents required by state law and county code; reviews and approves all plans, specifications, and cost estimates for county infrastructure improvements. Ensures County Road Administration Board (CRAB) annual certification.

4. Prepares annual and six year transportation plans and budgets for the county road system including maintenance, construction, repair, preservation and equipment/fleet costs. Advises and makes recommendations to the BOCC regarding the county road system.

5. Delegates responsibilities to subordinate staff and ensures that the procedures, policies and program goals of the department are carried out.

6. Responds to public inquiries and requests in a timely and professional fashion.

7. Oversees development review, consultant selection, contract administration, capital facility management, hiring, firing and training of employees. Implements safety policies and procedures.

8. Serves as the liaison to CRAB, Washington Department of Transportation (WADOT), Federal Highway Administration, state and national professional associations, and other public and private organizations as needed.

9. Serves as acting Public Works Director in the absence of the Director.

10. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

11. Other duties as assigned by the Director.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Knowledge of
Principles and practices of civil engineering as they apply to the planning, location, construction, maintenance, and repair of public roads, solid waste facilities, buildings, sewer, water and storm water systems.

- Practices and techniques of effective supervision and management of public employees.
- Federal, State and local regulations affecting public works engineering, environmental protection, and safety practices.
- County rules, regulations, and policies.
- Computer use and engineering software applications and databases.
- County Road Administration Board rules, policies, standards, and management systems.

Ability to:
- Assign and supervise the work department personnel engaged in field and office work.
- Communicate clearly and concisely, verbal and in writing.
- Prepare comprehensive reports, cost estimates, plans, and contract documents.
- Establish and maintain effective working relationships with officials, employees, and the public.
- Effectively supervise subordinate employees.
- Work under pressure and meet deadlines.
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- Develop, analyze and interpret scientific and engineering data and reports.
- Read, write, and speak the English language at a level necessary for effective job performance

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to occasionally calculate mathematics problems.

EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>1</td>
<td>x</td>
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<tr>
<td>Telephone</td>
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<td>x</td>
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</tr>
<tr>
<td>Computer</td>
<td>8</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is normally performed in an office environment with visits to other departments and work sites. Requires frequent travel by small boat and small airplane. Requires intermittent work outside with exposure to weather conditions. Occasional overtime.