

**Lubbock County
Job Description**

Job Title: Public Works Director	Job Code:	Grade: AD-04	FLSA: E
EEOC:	Date: Sep. 2017	Reports To: Commissioners'	

Court

SUMMARY: Manage the planning and implementation of transportation maintenance and improvement projects and rural community planning in cooperation with state and local agencies, oversee subdivision developments using approved standards and regulations, and provide oversight to the County's flood plain and storm water programs.

ESSENTIAL DUTIES:

- Design, manage and direct engineering projects and other transportation programs
- Develop, review and revise schematic, PS&E, and project designs
- Develop and maintain departmental strategic plan on an annual basis
- Prepare and present the annual operating budget
- Provide progress reports to the Commissioners' Court on the status of budgeted projects and any emergency projects which may be added by the Court
- Administer and enforce Subdivision Regulations; review, present and file subdivision plats, review construction drawings and inspect new construction by developers to ensure compliance with regulations and standards
- Evaluates competitive bids and makes recommendations to Purchasing Agent
- Provide oversight to consultants and contractors as necessary
- Issues or supervises issuance of heavy load and utility permits, oversees enforcement of permits, and supervises establishment of regulatory traffic signage.
- Supervises the Geographic Information System (GIS) data base and maps.
- Receives and responds to complaints from the public, and assists the public in matters related to property access, rights of way, and other technical topics
- Directs County's role in responding to the needs of the public in the planning, preparing, mitigating and recovery from general transportation emergencies and disasters
- Professional interaction with Lubbock County departmental directors, managers, and various outside vendors/professionals, citizens, clients, parties of interest, business community, community at-large, local, state and/or federal agencies and associations
- Represent Lubbock County on advisory boards and committees as needed

QUALIFICATION REQUIREMENTS: A degree in civil engineering and six (6) years progressively responsible experience in transportation engineering as a Texas licensed professional engineer in such areas as transportation planning and the location, design, construction, operation, and maintenance of highways, bridges, and related structures. A working knowledge of State laws related to rural development and planning.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management and public groups. Thorough knowledge of civil engineering and applications of engineering theory. Understands of surveying principles. Ability to draft engineering plans, compile engineering specifications, and inspect field construction.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS: While performing the duties of this position, the incumbent is regularly required to walk, sit, stand, bend or stoop. 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 functions.

RECEIVED: _____
Employee signature and date