



DOUGLAS, COUNTY OF (MN)
invites applications for the position of:

Public Works Director-County Engineer

SALARY: \$46.59 Hourly
\$96,907.20 Annually

OPENING DATE: 02/14/20

CLOSING DATE: 03/05/20 12:00 PM

JOB DESCRIPTION:

JOB TITLE: Public Works Director - County Engineer
DEPARTMENT: Public Works Department
STATUS: Full time

JOB OBJECTIVES:

- To direct the operations and budget of the Public Works Department.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: *The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of those specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Oversight of Public Works budget for annual costs of personnel, highway construction and maintenance, park development and maintenance, survey and mapping, materials and equipment.
- Manage operations of the Engineering Division including planning, project selection, project design, permitting, right-of-way acquisition, preparing contract specifications, construction, and contract administration.
- Manage operations of the Highway Maintenance Division including equipment purchases, equipment maintenance, snow and ice control, traffic control, and summer maintenance operations.
- Manage operations of the County Park Division including land acquisitions, planning, development, and building and grounds maintenance.
- Manage operations of the Survey and GIS Division including mapping, platting, E911 addressing, and the County GIS system.
- Manage operations of the Drainage/Agricultural Inspector including oversight of the county ditch systems and administration of the agricultural inspection duties for noxious weeds and seed certification.
- Provide technical assistance to townships and cities.
- Conduct public meeting presentations to County Board, City Councils, Township officers, and public.
- Managing employees of Public Works to include direct supervision of Division Heads and Drainage/Ag Inspector and indirect supervision of all other Public Works employees. This shall include working cooperatively with Coordinator's Office in recruitment, performance evaluations, coaching, safety, discipline, and terminations.

- Review, analysis, and approval of employee related records to include timekeeping and costing, payroll budgeting, and position descriptions.
- Other duties and responsibilities as assigned.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

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REQUIRED MINIMUM QUALIFICATIONS AT HIRE:

Education

- Bachelor of Science degree in Civil Engineering.

Experience

- Progressively responsible experience in the design, construction, and maintenance of highways or civil engineering and public works projects required.
- Supervisory and management experience of a progressively responsible nature required.

Licenses and Other Requirements

- Licensed as a Professional Engineer in the State of Minnesota.
- Valid Class D driver's license.

REQUIRED MINIMUM KNOWLEDGE, SKILLS, ABILITIES, & QUALITIES AT HIRE:

- Ability to establish and maintain effective working relationships with department employees, county officials, governmental agencies, contractors, other professional engineers, and the general public.

PREFERRED / DESIRABLE QUALIFICATIONS

Education

Experience

- Ten or more years' experience in public works, highway or related engineering at a supervisory or managerial level upon hire.
- Previous County government experience.

PREFERRED / DESIRABLE KNOWLEDGE, SKILLS, ABILITIES, & QUALITIES:

WORK ENVIRONMENT

- Public Building.

HOURS

- Monday through Friday 8:00 a.m. - 4:30 p.m.
- 40 hours per week minimum.

PHYSICAL DEMANDS CAN INVOLVE BUT ARE NOT LIMITED TO:

Amount Lifted:

Amount Lifted Up to 10 lbs.: Constant
Amount Lifted 11 to 20 lbs.: Occasional
Amount Lifted 21 to 40 lbs.: Rare
Amount Lifted 41 to 101+ lbs.: Not Present

Amount Pushed or Pulled:

Amount Pushed or Pulled Up to 10 lbs.: Frequent
Amount Pushed or Pulled 11 to 20 lbs.: Occasional
Amount Pushed or Pulled 21 to 40 lbs.: Rare
Amount Pushed or Pulled 41 to 101+ lbs.: Not Present

Vision:

Near Vision: Constant
Far Vision: Occasional
Depth and Color: Occasional
Field of Vision: Rare

Contact With Others:

Works Alone: Constant
Works with Others: Occasional
Works around Others and Customer/Public Contact: Frequent
Clients with Behavior Challenges: Not Present
Talking & Hearing: Frequent
Reading: Constant

Basic Body Positions:

Sitting: Constant
Standing, Kneeling and Walking/Moving About: Occasional
Climbing, Balancing, Crawling and Crouching: Rare

Motor Skills:

Handling: Constant
Grasping: Rare
Using Fingers, Reaching and Feeling: Occasional
Driving: Frequent

Exposures To:

Mechanical, Pressurized and Electrical Equipment: Not Present
Burning Material/Equip: Not Present
Explosive and Radiant Energy: Not Present
Moving Equipment: Rare
Heights: Not Present
Fumes/Odors and Gases: Not Present
Dirt/Dust: Rare

Environmental:

Inside: Constant
Outside: Occasional
Confined: Not Present
Extreme Hot: Rare

Extreme Cold: Rare
Wet: Not Present
Noise: Rare
Vibration: Not Present
Infectious Diseases and/or Body Fluids: Not Present
Shift: Not Present
Extended Day: Frequent

EXAMPLES OF EQUIPMENT USED

- Extensive computer operation with Outlook, One Office, Microsoft Office products.
- Office machines, primarily printers, copiers, and fax machine.

OTHER

All listed above are essential functions of the job.

Supervision Received: County Board

Supervision Exercised: 4 Division heads and 1 Drainage/Ag Inspector.

Indirectly supervise the remaining 35 Public Works employees

Labor Group: Non-union

FLSA Status: Exempt

Grade: 22

EEO Job Category: Executive/Senior Level Officials and Managers

Work Comp Code: 86014

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

Revised: 10/22/19

An Equal Opportunity/Affirmative Action Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.douglas.mn.us>

305 8th Ave West
Alexandria, MN 56308
320-762-3873
320-762-3858

leek@co.douglas.mn.us

Position #12200:11/15/2019
PUBLIC WORKS DIRECTOR-COUNTY ENGINEER
BM

Public Works Director-County Engineer Supplemental Questionnaire

- * 1. INSTRUCTIONS: The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. 1) DO NOT submit a resume in place of completing the Supplemental Questions. 2) DO NOT type "See Resume" as a response for any of the supplemental questions or on the employment application. 3) Thoroughly complete the Education and Work Experience sections of the application. 4) Give detailed descriptions of each position that you feel qualifies you for the job you are applying for. 5) Be sure to accurately report dates and hours worked per week. 6) Concisely, briefly, and accurately complete the Supplemental Questions. 7) Be sure to cross reference where in your Education and Work Experience you learned your skills. 8) Any information you submit may be verified. 9) Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. 10) You must have a valid e-mail address to apply for jobs with the Douglas County. All communication regarding your

application and status will be done by e-mail. If you do not have an e-mail address listed in your profile, you must include one before you submit and confirm your application.

I acknowledge that I have read, understand, and agree with the above statements.

- * 2. NOTE: There are several supplemental questions for this announcement. Be sure to save your answers to the supplemental questions about every 15 minutes, you will need to click on the 'Save Work In Progress' button. If it has been 30 minutes since you last saved, it will automatically log you off and you will lose all your answers for this section!
 Click here to proceed.
- * 3. Do you currently possess at least a valid Class D, Minnesota State Driver's License?
 Yes
 No
- * 4. Indicate highest level of education completed: *Note: If you are in the process of earning a degree, do not list it as your highest level of education completed.
 Did not complete high school or GED
 High School Diploma/GED
 Some college, No degree received
 Certificate (1 year education program post High School)
 Associates Degree (A.A.)
 Associates Degree and additional course work
 Bachelor's Degree (B.S. or B.A.)
 Bachelor's Degree and additional coursework
 Master's Degree (M.S. or M.A.)
 Master's degree and additional coursework
 Doctorate Candidate (ABD: All But Dissertation)
 Doctorate Degree
 Doctorate Degree and additional coursework
- * 5. Describe your degree and how it closely relates to the duties of this job or describe how your combination of education and experience provides the listed necessary skills and knowledge in above question:
- * 6. Do you possess a Bachelor of Science degree in Civil Engineering?
 Yes
 No
- * 7. Have you worked for a governmental or regulatory agency before?
 Yes
 No
- * 8. In regard to the above question, describe and explain this work experience, duties performed and length of time. If no years of experience, type "none".
- * 9. Do you have a license as a Professional Engineer in the State of Minnesota?
 Yes
 No
- * 10. How many full-time years of experience do you have in public works, highway or related engineering at a supervisory or managerial level? If you mark that you do have experience you must document this experience in the "Work Experience" section of your application. When calculating length of experience, convert part time work to full time work, and report only the full time equivalent. Example: 2 years working 20 hours/week would equivalent to working 1 year 40 hours/week.]
 None to less than 1 year.
 1 year to less than 3 years.
 3 years to less than 5 years.
 5 years to less than 10 years.

- 10 years to less than 15 years.
- 15 years to less than 20 years.
- 20 years or more.

* 11. In regard to above question: 1) List all employers where you gained this experience and percentage (%) of work time you spent performing the referenced task(s). 2) For referenced task(s), describe the complexity and scope of work performed. Listed employers must be fully listed in the "Work Experience" section of your employment application for verification purposes. If none, type "N/A" for not applicable or "None". DO NOT WRITE "See Resume or Application".

* 12. Are you willing and able to strictly maintain the confidentiality of all of the information to which you are exposed?

- Yes
- No

* 13. Below, describe your familiarity with Douglas County and/or issues related to development in rural or agricultural settings with construction and maintenance of highways, parks, surveys, mapping, materials and equipment.

* 14. Do you have previous experience and/or training using Microsoft Office products, One Office including Office and Excel.

- Yes
- No

* 15. Indicate below the number of years utilizing a time keeping system for work-related purposes either as an end user or as administration/management.

- None
- I have experience as an end user of employee timekeeping system.
- I have experience as a manager/administration with employee timekeeping systems.

* 16. Indicate the years of work experience in oversight of departmental budgeting.

- none
- less than 5 years
- 5 years to 7 years
- 7 years to 10 years
- 10 years or more

* 17. In regard to the above question, describe and include dollar amount and areas covered. If no years of experience, type "none".

18. Indicate the years of experience in equipment purchases and related maintenance programs of said equipment.

- none
- less then 5 years.
- 5 years to 7 years.
- 7 years to 10 years.
- 10 years and more

* 19. In regards to the above question, describe and indicate your experience. If no years of experience, type "none".

* 20. Indicate the years of experience in managing Parks and or Recreational land.

- none
- less than 5 years.
- 5 to 7 years

- 7 to 10 years
- 10 years and more.

* 21. In regards to the above question, describe these experiences of managing Parks and or Recreational land. If no years of experience, type "none".

* 22. What size of groups do you have experience in making presentations to?

- 1-10
- 11-25
- 26-50
- 51-100
- 100 and more

* 23. In regards to the above question, describe these experiences and if they were public meetings or for private companies. If no years of experience, type "none".

24. What makes you the best person for this job:

* 25. Which of the following Veteran's Preference do you wish to claim (in order to receive Veteran's Preference credit, you must submit a copy of your DD214 to the Administrator's Office by the application deadline)?

- No Veteran's Preference
- Veteran Preference
- Veteran Preference with disability
- Spouse of disabled or deceased Veteran

* Required Question