



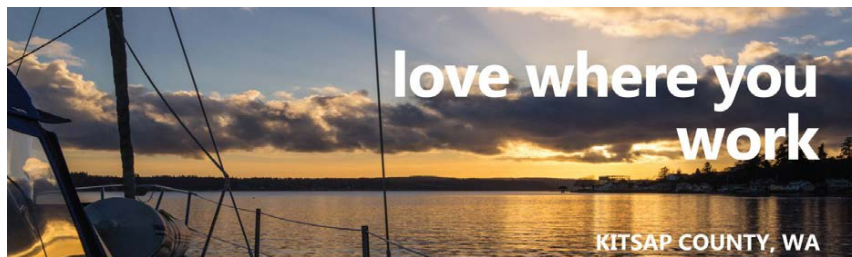
KITSAP COUNTY  
invites applications for the position of:  
**PUBLIC WORKS ASSISTANT  
DIRECTOR - COUNTY ENGINEER**  
**- \*SALARY UPDATED**

**SALARY:** \$107,328.00 - \$151,632.00 Annually

**OPENING DATE:** 01/17/20

**CLOSING DATE:** Continuous

**OVERVIEW:**



**Kitsap County Public Works Department makes our communities better and safer places to live, work, and play.**



**Kitsap County Public Works is seeking a leader that has exceptional management, communications and collaboration skills to lead the transportation planning, roads engineering, construction, operations and maintenance programs.**

**Strong management experience, engineering technical skills, analytical abilities, and interpersonal skills are essential to be successful in this role.**

**The County Engineer needs to be innovative, agile, and service oriented to lead the road division through the challenges of a demanding environment of County growth, aging infrastructure, increasing transportation needs, and fiscal constraints.**

**Position Information**

The County Road Engineer leads and manages the activities of the Road Division of the Public Works Department including the administration and management of the Roads Engineering, Transportation/Traffic Operations and Road Maintenance functions and serves as the Assistant Public Works Director – Roads Division. The Road Division is composed of approximately 150 full time employees executing a \$40+ million annual budget.

The County Road Engineer is responsible for ensuring that the Road Division is managed in accordance with the County Road Administration Board (CRAB) Standards of Good Practice and applicable State law. Responsible for managing the revenue, expenditures, prioritization, and forecasting of the County Road Fund. Establishes design criteria and standards for transportation related facilities. Prepares, updates and assures compliance with applicable County code. Oversees the development of new and amended policies or ordinances to contribute to more effective operations. Provides Road Division and County representation regarding road facility planning, engineering and maintenance related issues on various state,

regional, and local committees and before community groups. Serves as the key liaison with the Board of County Commissioners on related issues.

The primary focus of the County Engineer in the near term will be to address the revenue needed to sustain and preserve the County road system, retain and build the engineering, construction, operations, and maintenance staff needed, and shape the future organization to deliver levels of service required in a rapidly growing, urbanized transportation environment.

Work is assigned and performed in terms of broad general objectives by the Public Works Director. The County Engineer is given considerable latitude for independent judgment, initiative and resourcefulness on both technical and administrative matters, in adapting existing policies and practices to specific situations and in developing new or improved methods of obtaining effective results. Work is reviewed by the Director through reports, meetings, and conferences and evaluated for results obtained, fulfillment of program objectives, and for adherence to program budget.

***\*Salary updated and pending Board of County Commissioner approval.***

#### **QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:**

##### **Minimum Requirements:**

- Bachelor's Degree from an accredited university in civil engineering or closely related field;
- Registration as a Professional Engineer in the State of Washington; or reciprocity from another state and the ability to secure WA State PE within six months;
- Ten years of progressively responsible professional experience in engineering, planning, design, construction, operations and maintenance of public or private transportation facilities, and
- Four years of senior management experience of engineering, operations, and maintenance personnel.

##### **Preferred Qualifications include:**

- Master's Degree in civil engineering or closely related field
- Experience with WA State County Road Administration Board Standards of Good Practice
- Experience with WA State DOT Local Agency Guidelines and WSDOT Standard Specifications for engineering and construction services

##### **Driving Requirements**

- The successful incumbent must meet the driving requirements of this position and submit a copy of a current driving record/abstract (from state of residency) to review for eligibility to drive for Kitsap County prior to employment. The successful incumbent must obtain a valid Washington State Driver's License prior to hire and maintain a satisfactory driving record as outlined in the Kitsap County Vehicle Use Policy. This position is categorized as:
  - **Category 1 Driver:** operates County-owned vehicle, and
  - **Category 2:** Driver may operate a personal vehicle as an essential function for official County business. Any employee using a personal vehicle on official County business shall be required to maintain auto liability insurance, in addition to having a valid driver's license.

##### **Criminal Conviction Standards:**

- The successful incumbent will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.
  - Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position:  
<https://www.dshs.wa.gov/sites/default/files/FSA/bccu/documents/Secretary%27sCrimesListforALLPrograms.pdf>

##### **ILLUSTRATIVE EXAMPLE OF DUTIES:**

- Fulfills the statutory duties and responsibilities of the County Road Engineer in accordance with County Road Administration Board (CRAB) Standards of Good Practice and applicable State law. Responsible for and manages the prioritization, distribution, and execution of the County Road Fund. Forecasts future and tracks current revenue and expenses to implement capital improvement projects while sustaining the priorities of preservation, maintenance and operation of the County road system.
- Manages Road Division operations and maintenance programs to preserve and sustain a safe and reliable County road system within budget and available resources. Oversees the development of divisional workloads and staff

assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.

- Provides leadership and direction in the development of short- and long-range transportation plans and objectives for Road Division capital improvement programs. Responsible for development and delivery of the Annual Road Construction and 6-Year Transportation Improvement Programs. Provides oversight and direction of the traffic safety, bridge inspection, and fish barrier removal programs.
- As an executive leader, assists the Director in the development and implementation of departmental strategic goals, objectives, policies, and procedures. Coordinates division activities within the department and with other County departments and outside agencies. Develop, formulate and modify programs, strategies, operating policies, procedures and practices to accomplish the objectives of the Director and Board of County Commissioners. Provides Department and County representation on strategic level committees and special purpose groups and boards. Serves as the key liaison with the Board of County Commissioners on related issues.
- Provides for the supervision, training and development of leaders and staff in order to make full use of individual capabilities and to meet changing departmental demands. Evaluates the work of assigned staff, manages the hiring of new employees, assignment and transfer, discipline, and termination within established collective bargaining agreements, work rules and performance standards. Assists in the administration of labor contracts, in the formulation and implementation of labor relations policy, and recommendations for contract negotiations.

#### **OTHER POSITION RELATED INFORMATION:**

##### **Who May Apply:**

- This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is classified as exempt from overtime under the Fair Labor Standards Act (FLSA)
- This is an "at will" appointed position. As an "at will" employee, the County Road Engineer serves at the pleasure of the Board of County Commissioners and may have their appointment revoked at any time with or without cause and without right of appeal.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.
- This recruitment is being used to fill an existing open position, and may be used to fill future openings for up to six (6) months.
- Flexible hours are available, as approved by management.

**This position is open until filled.**

**The first review is scheduled for the week of February 24, 2020 and then weekly!**

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/kitsap>

614 Division St, MS#23A  
Port Orchard, WA 98366  
360.337.7185

[cmackie@co.kitsap.wa.us](mailto:cmackie@co.kitsap.wa.us)

Position #2020-01010

PUBLIC WORKS ASSISTANT DIRECTOR - COUNTY ENGINEER -

\*SALARY UPDATED

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#### **PUBLIC WORKS ASSISTANT DIRECTOR - COUNTY ENGINEER - \*SALARY UPDATED Supplemental Questionnaire**

- \* 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
- YES  
 NO
- \* 2. (REQ-2) I understand that all related experience must be listed under the Work Experience

section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)

YES

NO

- \* 3. Driving Standard: This position will be operating a county owned vehicle. Successful candidates must meet this driving standard to be considered for this position. The standard for operating a county owned vehicle is as follows: • The applicant MUST be 18 years of age and has their driver's license for at least one year. • The applicants license must be in good standing. (It cannot be suspended or contain restrictions that prohibit or impact the legal ability to operate vehicles or revoked once (or more) in the last three years.) • The applicant's drivers record in the last three (3) years is clear from the following types of violations: o Reckless driving or similar offense o DUI conviction involving use of alcohol or drugs o Hit-an-run offense involving bodily injury or reportable damage o At-Fault collision (Two or more; or any at-fault collision resulting in a fatality) o All other traffic offenses (except parking violations) three (3) or more (or more than one in last 12 months) Please note: Any major traffic violations not listed in the above will be addressed on a case by case basis and could be a disqualifying factor for driving vehicles on County business
- Yes, I meet this standard and have a clear driving record.
- No, I do not meet this standard. (If your answer is no, you do not qualify for this position)
4. Driving Record: Your driving record for the last 3 years will be reviewed. Please list all traffic violations and/or pending driving charges for the last 3 years below. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.
- \* 5. Please describe your experience in managing the planning, development, and execution of large capital improvement projects, relating the complexity, budget and challenges overcome. If no experience list NA.
- \* 6. Please describe your experience in program management, budget development, asset management, and resource prioritization related to the operations and maintenance of transportation infrastructure or other facilities. If no experience, put NA
- \* Required Question