



Columbia County

Employment Opportunity - Civil Service Commission

230 Strand, St. Helens, OR 97051
Phone: (503)397-3874
www.columbiacountyor.gov

January 11, 2021

- POSITION:** **ASSISTANT PUBLIC WORKS DIRECTOR**
This position is full time, Civil Service and not union represented.
- ANNOUNCEMENT #:** 21-468 **DEPARTMENT:** Road Department
- SALARY:** \$6,216-\$7,901 per month. Excellent benefits.
- CLOSING:** **FEBRUARY 1, 2021.** Applications must be **received** by 5:00pm on the closing date. **Applications will only be accepted via online submission.**
- PLEASE NOTE:** This recruitment is open to applicants who meet the requirements below and will be used to fill any current vacancy and any vacancies that **may** occur in up to the next twelve months. You will be notified of your status on the hiring list approximately shortly after the closing date. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.
- DUTIES:** Assist and participate in the general management, operations, planning and direction of the Road/Public Works Department. Act as the Public Works Director in the Director's absence. Direct, review and approve the preparation of plans, standard specifications, cost estimates and bidding procedures for a variety of public works construction projects. Manage the construction and inspection of improvement projects. Supervise staff to ensure efficient and timely delivery of maintenance and capital projects related to the Road/Public Works Department.
- TO QUALIFY:** Equivalent to a Bachelor's degree in public works, business or public administration, engineering or related field. Six years of progressively responsible experience related to public works with at least two years supervisory experience.
- Licensure as a Professional Engineer or Engineer in Training not required but desirable.
- TO APPLY:** Applicants **MUST** submit the Columbia County application form and a resume. **To be considered in the recruitment process, online instructions must be followed for completing and submitting the application.** Email completed application, and any other requested document(s), before 5:00pm on the closing date to HR.Jobs@columbiacountyor.gov