

UNION COUNTY

Job Description

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

APPROVED BY: Administrative Officer/
Commissioners

DATE: 9/3/2026

PURPOSE OF POSITION:

Administers, plans, and directs the activities of the public works department including road maintenance and improvement, airport maintenance and improvement, park maintenance and improvement, vehicle and equipment maintenance, and vegetation management. Responsible for improvement project management and related contract management.

ESSENTIAL JOB FUNCTIONS:

1. Prepares annual budget requests for programs under the public works department and makes presentation to budget committee; reviews and monitors expenditures to remain within established budgetary constraints.
2. Serves as “County Road Official” as defined in ORS 368.001.
3. Researches and pursues additional funding sources; keeps informed and involved with relevant Legislative funding issues; prepares grants or other required items to secure funding.
4. Meets with county commissioners to discuss, plan, and make decisions concerning public requests for road maintenance and construction.
5. Facilitates meetings of established advisory committees (transportation, airport, weed control).
6. Plans, directs, and establishes priorities with subordinate supervisors for the construction and maintenance of county roads, bridges, parks and related structures; the operation and maintenance of the airport; equipment maintenance projects; and weed control program.
7. Inspects projects upon completion.
8. Provides complete supervision including evaluating performance, taking necessary disciplinary action, resolving employee complaints, scheduling and approving time off, and interviewing and hiring of new employees.

9. Responds to public inquiries, concerns, and complaints regarding county road maintenance, safety, and other related matters; communicates with the news media as required.
10. Develops and maintains equipment replacement program; reviews and approves bid specifications.
11. Coordinates projects with local utility companies, federal, and state agencies, city departments, special districts, and others.
12. Maintains proficiency by attending conferences and meetings, involvement in related professional organizations, reviewing reports, reading professional journals, and meeting with others in areas of responsibility.
13. Develops and maintains professional contacts by participation in the Oregon Association of County Engineers & Surveyors (OACES), Oregon Airport Managers Association (OAMA), American Public Works Association (APWA), Northeast Area Commission on Transportation (NEACT), Association of Oregon Counties (AOC), and other relevant organizations.
14. Attends conferences and meetings of funding agencies or where potential funding opportunities are topics such as Federal Aviation Administration Airports Conference, Association of Oregon Counties Legislative or Annual Conference, etc.
15. Assures compliance with FEMA NIMS training requirements.
16. Reviews RFP submissions for consultants for engineering personal services contracts.
17. Negotiates required agreements and/or contracts with Federal, State and local agencies and consultants.
18. Reviews and updates airport rental agreements, maintenance fees, and ground leases.
19. Monitors project schedules to ensure Preliminary Engineering and Construction projects are delivered on time and kept within budget.
20. Attends pre-construction meetings, makes regular on-site inspections and reviews construction engineering practices records, and files.
21. Meets with representative of Federal Highway Administration, Federal Aviation Administration, state agencies and consultants to resolve various construction contract questions.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

MANDATORY REQUIREMENTS:

1. Thorough knowledge of materials and methods used in road paving, maintenance, and repair; operations and application of heavy equipment; laws and rules governing the safe operation of road construction and maintenance equipment.
2. Extensive knowledge of, and ability to apply, the principles and practices of organization management, supervision of personnel and financial administration.
3. Ability to plan, organize, and direct work involving a substantial number of workers and involving specialized production techniques.
4. Ability to prepare clear and detailed cost and progress reports.
5. Ability to estimate material and labor requirements.
6. Ability to communicate effectively both verbally and in writing, and to establish and maintain effective working relationships with a wide variety of officials, employees, and the general public.
7. Proficiency with operation of personal computer, including various software applications. GIS, Excel, Word, Outlook, etc.

DESIRABLE REQUIREMENTS:

1. High school graduation or equivalency, supplemented by college level course work in engineering or related field. Bachelor's Degree in relevant field is desirable.
2. Considerable responsible experience in supervising, planning, and managing a variety of road construction or maintenance tasks.
3. Experience and expertise in project delivery.
4. Knowledge of airport operations and FAA requirements.

SPECIAL REQUIREMENTS/LICENSES:

1. Possession of a valid Oregon driver's license.
2. National Incident Management System (NIMS) Training: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800, or equivalent NIMS-compliant training. If not trained, ability to complete training within a specified time period.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to twenty (20) pounds on a regular basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle, etc.

WORKING CONDITIONS:

Approximately 80% of the work period occurs in industrial office working conditions where the noise level in the work environment is typical of most industrial office environments. The remaining 20% of the work period involves field locations in a supervisory or inspection capacity. Position is subject to emergency call out response after normal duty hours.

SUPERVISORY RESPONSIBILITIES:

Direct supervision is exercised over all public works supervisors and is responsible for the satisfactory performance of all functions and activities of the public works employees.

SUPERVISION RECEIVED:

Works under the general supervision of the Board of Commissioners through the Administrative Officer who provide policy and administrative direction and review work on the basis of results obtained.