



MORRISON COUNTY

JOB DESCRIPTION

Job Title:	Public Works Director and County Engineer Public Works
Department:	Public Works
Classification:	Grade 21
Reports to:	County Administrator and County Board
Supervises:	Yes
FLSA Status:	Exempt
Normal Business Hours:	Monday – Friday, 7:30 AM – 4:00 PM
Telecommute:	Supervisory discretion
Union:	No
FTE Status:	1.0 Full-Time Equivalent
Last Reviewed:	12/2024

Nature of Work:

This position administers the Public Works Department consisting of the following divisions: Road and Bridge Maintenance, Road and Bridge Engineering, Solid Waste, Parks and Trails, and Agricultural Inspection/Noxious Weeds. Pursuant of Minnesota Statute 163.07 is appointed and employed by the County Board as the County Engineer performing professional, supervisory, and administrative civil engineering work for all divisions of the Public Works Department.

Communicates with:

Internally – All Public Works staff, government center staff.
Externally – Vendors, government agencies, elected officials and public.

Supervision:

All PW employees

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Directs the Public Works Departments in the fulfillment of their programs, statutory requirements, and activities within budget, with quality and on schedule.
- Provides professional engineering design, project administration, long term capital improvement planning, infrastructure evaluation and reporting, budgeting, policy, and operations review and execution.
- Oversees Solid Waste programs, Solid Waste Contractors and the Solid Waste Management Facility ensuring statutory compliance, facility appearance and service, community outreach, financial management and fee schedule. Acts as the liaison with regulatory agencies fulfilling operational and ownership roles on behalf of the County.
- When directed by the Board acts as the Ditch Engineer overseeing the Public Ditch System maintenance and engineering needs within the County
- Provides oral and written reports on Public Works activities.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Bachelor's degree in Civil Engineering required or a Master's degree in Civil Engineering or a related field is preferred with a Licensure as a Professional Engineer in the State of Minnesota.
- Five (5) years of administrative experience in the transportation field, including supervisory experience in a management position or a combination of training and experience to successfully perform the essential duties of the position.

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- MPCA Type II Landfill Operator Certification or ability to obtain.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and other job-related software programs.
- Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible.
- Understanding of the organization's goals and objectives.
- Ability to interpret and apply technical guidance and regulatory manuals.
- Ability to make independent decisions when circumstances warrant such action.
- Excellent written, oral, and interpersonal communication skills.
- Ability to publicly speak and present technical information.
- Highly self-motivated and directed.
- Excellent organizational skills and attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills and develop conceptual alternatives.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.
- Develop and maintain positive public relationships, professionally representing the County.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions			X	
Atmospheric Conditions		X		
Travel				X

Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____