

# COUNTY OF LINCOLN

## Job Description

**Division/Department:** Public Works

**Job Title:** Director of Public Works

**Reports to:** County Manager

**Type of Position:** Contract

**Salary Range:** \$55K - \$85K / year

### **General Description:**

#### **Employee maintains oversight of the Lincoln County Planning Division:**

Employee maintains oversight of current planning, and subdivision site reviews, County code enforcement, grant writing, grant compliance reporting and other functions as needed. The employee administers/enforces, implements, and oversees the county floodplain and Lodger's Tax ordinances (preferable floodplain certified): generally oversees the enforcement of all county ordinances and the issuance of applicable permits in the County.

#### **Employee maintains oversight of the Lincoln County Solid Waste Division:**

Oversight of Billing & Collections to Lincoln County Residents for Solid Waste Collection Services. Research of customer accounts; determining account status and identifies delinquent accounts; assist with collection activities against delinquent accounts, including pre-collection mailing preparation and follow-up; Oversee preparation and filing of liens: assure proper posting and recording of collection results to maintain data accuracy; maintain effective customer relations and performs customer service daily. Monitors collection status, determines need to follow up by contacting customers, determines past due status and initiates pre- collection process; prepares monthly status report of outstanding payments; researches property status on assessor's office database; provides backup for private hauler and homeowner association exemption verifications.

#### **The employee is responsible for Project Management:**

To include overseeing and monitoring construction and maintenance projects on County property. The employee analyzes the need for construction and building maintenance projects, develops cost estimates and makes recommendations to County Manager. Determines and recommends levels of departmental staff and equipment needed to effectively provide services to the County. The employee prepares and monitors the Planning / Public Works annual budget, and supervises other employees and performs other duties as assigned.

#### **Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

College degree required. High school diploma or GED certification required. Project Management experience or education preferred;

Work Experience Preferred: Two years' experience in a Public Works or Planning position in a New Mexico local government entity or four years New Mexico local government (any position); experience in planning, platting sub-divisions and knowledge of surveying principles; must have knowledge of legal processes for land splits; General knowledge of building, heating, cooling, plumbing and electrical systems that enable quality control over contractors.

Valid New Mexico State Driver's License. Must have a good driving record to be insurable. Working knowledge of personal computer systems and relative software;

Provide coordination of and field work for building construction and maintenance projects; planning activities; coordinates rural addressing, grant writing and grant compliance activities and other special projects as assigned. Must interact with the public and staff in a pleasant manner.

Work Conditions/Description of Tools, Equipment, and Materials and/or Products Handled:

Office and Field environment. Normally works 8:00 AM-5:00 PM Monday-Friday. May be required to attend out of town training and seminars.

Telephone, calculator, personal computer terminal/keyboard and printer, and other related office machines.

Potential work hazards include frequent driving of county vehicle, and climbing and descending staircases, and an occasional ladder.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Ira Pearson

Date Posted: 8/26/2021

Date Hired: \_\_\_\_\_

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: \_\_\_\_\_

Date: \_\_\_\_\_