

---

# Assistant Public Works Director

---



SEPTEMBER 21, 2021

**Umatilla County**

<http://www.co.umatilla.or.us/departments/hr>

216 SE 4<sup>th</sup> Street, Pendleton OR 97801

Phone: 541-278-6205 Fax: 541-278-6374

Email: [hr@umatillacounty.net](mailto:hr@umatillacounty.net)

TDD (Hearing Impaired): 541-278-5467

An Equal Opportunity Employer



---

# Umatilla County

[Apply Here](#)

## Assistant Public Works Director

Position # 21-61

**SALARY:** \$6,536.00/month- Plus Excellent Benefits  
**CLOSING:** Open Until Filled- First Review 10/20/2021 (5:00pm)  
**DEPARTMENT:** Public Works

### Description:

This position will be responsible for directly supervising and coordinating Public Works projects. This position shall supervise and coordinate road construction and maintenance operations on Umatilla County roads. Provides direct supervision to the Superintendents and Foreman in the public works department, ensuring all work is done in a professional manner, meeting county specifications within budget, on time, and maintaining a safe work environment.

### Requirements:

- Bachelor's degree in business or construction related field, preferred. Minimum of six (6) years' experience in road maintenance and construction, including at least three (3) years in a supervisory capacity. Any combination of relevant education and experience may be considered.
- Thorough knowledge of highway engineering, road and bridge maintenance; methods, techniques and materials required for roadway, roadside, bridge and drainage construction and maintenance operations.
- Ability to read and interpret documents such a safety rules; operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak and communicate but orally and in writing in both individual and group settings to professional organizations, public entities, governing bodies, senior management, employees, clients and the public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Excellent problem-solving skills.
- Must have a valid driver's license. Valid CDL required within 12 months of hire.
- Must have a good working knowledge of project controls including scheduling, budgeting, progress monitoring, and forecasting.
- Ability to travel to job sites as needed
- Demonstrated ability to identify and implement solutions problems quickly in high pressure situations with professionalism.
- Skills in preparing written reports, evaluating facts in relation to laws, rules, regulations and policies.
- Use of Technology: Strong working knowledge of computer programs including but not limited to Excel, Word, PowerPoint, Adobe. Ability to adapt to new technologies; troubleshoot problems; and utilize technology to increase productivity and keep technical skills up to date as necessary for continued growth and success of the department.
- Must be a respectful member of the County team, which includes communicating and working

---

effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values, and behaviors.

Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).

AN EQUAL OPPORTUNITY EMPLOYER