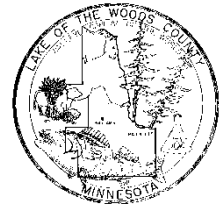


218-634-2430
218-634-2509 (FAX)
wade_j@co.lake-of-the-woods.mn.us



LAKE OF THE WOODS COUNTY

Wade F. Johannesen – Director, Human Resources

206 8th Avenue SE, Suite 220, Baudette, MN 56623

Date: July 14, 2010

Position Opening Lake of the Woods County, Minnesota

Public Works Director / County Engineer

GENERAL

Lake of the Woods County, Baudette, Minnesota is soliciting applications for the position of County Public Works Director/County Engineer. This is a full time position appointed by and answering to the five member County Board of Commissioners.

POSITION DESCRIPTION

Directs the activities of the County Highway and Solid Waste Departments including personnel, budgets and state aid requirements. Performs administrative and professional engineering work to include planning implementing and evaluating all programs and projects related to the expansion, improvement and maintenance activities on the County highway system. Plans, designs and directs civil engineering projects to include roads and bridges. Supervises 17 full time and seven seasonal and part time personnel.

ESSENTIAL FUNCTIONS

Supervises the maintenance, construction and reconstruction of County State Aid, Federal Aid, County and unorganized township roads and bridges. Prepares grant applications and supervises administration of grant for various road and bridge projects. Supervises preparation of plans, specifications, estimates, contract documents, right-of-way procurement, bid proposals, advertisement, bid letting, abstracts, bid analysis and recommend award of road and bridge projects in accordance with State, Federal and local requirements. Supervises overall construction of projects. Ensures compliance with State and Federal regulations during construction, including work zone safety, labor provisions, material specifications, payroll and construction according to plans and specifications. Supervises preparation of annual budget and annual report. Monitors financial status of various road and bridge accounts. Develops and implements five year construction program. Attends various public hearings and meetings representing the Public Works Department. Supervises the County's solid waste program including

- EQUAL OPPORTUNITY EMPLOYER -

all related facilities and personnel. Serves as County Ditch and Bridge Inspector and Engineer. Develops preliminary and final engineering reports, prepares plans, specifications and supervises construction of ditch projects. Monitors employee performance, administers praise or disciplinary action as necessary, recommends hire or fire of Public Works employees to County Board. Responds to citizen complaints, attends meetings with citizen groups, acts as engineering professional for County Board. Serves as technical advisor to Airport Commission. Has overall supervision of all County infrastructure to include Government Center buildings, grounds and remote sites. Performs other work-related duties as required or directed by the County Board.

MINIMUM QUALIFICATIONS

A bachelors degree in civil or highway engineering plus current professional engineering registration as a Civil or Highway Engineer in the state of Minnesota.

Four years experience as a civil engineer, preferable in a government setting

The qualifications listed above are guidelines. Other combinations of education and experience could provide necessary knowledge, skills and abilities to perform this job.

The successful candidate must undergo a background investigation with favorable adjudication based on accepted standards for a sensitive position involving public trust and accountability for public funds. Background will also include verification of eligibility to pass freely between the United States and Canada for official business.

OTHER

The grade and salary range for this position is \$67,776 to \$106,237 per annum (\$32.45 to \$50.88 per hour) depending on qualifications and experience with full County benefits.

An application packet with a detailed job description can be obtained by contacting Wade Johannesen, Human Resources Director, Lake of the Woods County, 206 8th Avenue S.E., Baudette, MN 56623, by phone at 218-634-2430 or e-mail at wade_j@co.lake-of-the-woods.mn.us. An application form can also be obtained from the County Website @ www.co.lake-of-the-woods.mn.us. Original, signed applications with a cover letter and detailed resume must be received by close of business August 6, 2010 to be considered for this position.