

**APPLICATION**

**DIRECTOR OF HIGHWAYS**

Golden Gate Highway District No. 3

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| Completed applications, supporting documentation and a cover letter addressed to the Board of Commissioners must be filed with the Secretary of the Highway District by Wednesday, June 9, 2021 at 5:00 p.m. Mountain Standard Time. |

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| **Mail:** Golden Gate Highway District No. 3 Attention: Secretary 500 Golden Gate AveWilder, ID 83676 | **Hand Deliver:** Golden Gate Highway District No. 3 Administrative Office 500 Golden Gate Ave. E.Wilder, ID 83676 | **E-Mail:** Golden Gate Highway District No. 3 Attention: Secretary *office@gghd3.org*  |

For assistance with the application, contact the Highway District Secretary at (208) 482-6267.

For further information about Golden Gate Highway District No. 3, please contact Casey Percifield the Interim Director of Highways at caseyp@gghd3.org or Anita Herman District Secretary at office@gghd3.org or phone (208) 482-6267.

**Equal Opportunity Employer Statement:** Golden Gate Highway District No. 3 is an equal opportunity employer and complies with all state and federal antidiscrimination laws prohibiting discrimination based upon religion, sex (including pregnancy), age, national origin, disability, marital status and/or genetic information.

**Veterans Preference Statement:** Idaho Code Section 65-503A provides, except for Key Employee positions as defined in Idaho Code § 65-502 (7), that Idaho Public employers must provide notice in their announcements and advertisements of vacancies; that preference will be given to qualified veteran applicants who are claiming that preference. The Director of Highways Position is a Key Employee as defined in I.C. § 65-502 (7) and therefore the Highway District Commissioners are not required to give such preference but will certainly consider such service experience in the process of selection of a qualified candidate to fill the position.

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

 Last First Middle

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Work Cell

Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Your completed application must include a current résumé and three (3) letters of recommendation.

***A full job description of the Director of Highways is included at the end of this application.***

**Educational Record**

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| --- | --- | --- | --- | --- |
| ***Name & Location of*** ***Institutions Attended*** | ***Years*** | ***Degree*** | ***Major*** | ***Minor*** |
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**1.** Are you a licensed professional engineer [civil engineer]? 🞎 Yes 🞎 No

If the answer is Yes, please identify the state(s) you hold a professional license(s) and how long you have been licensed.

**2.** Please identify each currently active professional license(s) and certificate(s) you have:

**3.** References: Name three (3) individuals who can discuss your professional experience and qualifications, in detail.

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|  ***Name*** |  ***Official Position*** | ***Work Phone Number*** |
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4. Experience:Provide, in consecutive order beginning with the next most recent position following the position, your professional experience. If you are a veteran, please include that employment history as well.

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| From: | Position:Employer: Location: | Supervisor’s Name & Title:Supervisor’s Work Phone: |
| To: |

Reason for Leaving: (please be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| From: | Position:Employer: Location: | Supervisor’s Name & Title:Supervisor’s Work Phone: |
| To: |

Reason for Leaving: (please be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| From: | Position:Employer: Location: | Supervisor’s Name & Title:Supervisor’s Business Phone: |
| To: |

Reason for Leaving: (please be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| From: | Position:Employer: Location: | Supervisor’s Name & Title:Supervisor’s Business Phone: |
| To: |

Reason for Leaving: (please be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| From: | Position:Employer: Location: | Supervisor’s Name & Title:Supervisor’s Business Phone: |
| To: |

Reason for Leaving: (please be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Yes  | No  | I do hereby grant permission for a member of the Golden Gate Highway District No.3 Commission to contact any or all of the above listed employers.  |
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| Please put an X in the table above to indicate whether or not you are giving permission to contact your employer and/or your former employer/s.  |

**5.** Questions: The job description is included in this application. Applicants are advised to read the job description prior to answering these questions. If using a separate piece of paper, limit your response to one (1) page per question.

1. What do you consider to be your key skills and accomplishments which would qualify you to serve as the Director of Highways?
2. What administrative experience do you have?
3. What personnel management experience do you have?
4. What experience do you have regarding the design and management of highway and bridge construction, maintenance and planning?
5. What experience do you have in the management of federal and state grants for public works construction projects?
6. What experience do you have in highway traffic control design and regulation including drainage?
7. What experience do you have in the preparation and management of budgets?
8. What experience, knowledge and skills do you have involving the use and application of technology and software?
9. What experience do you have in the management of operations and maintenance of heavy equipment?
10. What experience do you have in the acquisition and purchase of equipment, highway and bridge materials?
11. What experience do you have in right-of-way acquisition?
12. What experience do you have with construction projects?
13. What experience do you have with GIS?
14. What experience do you have with asset management?
15. What experience do you have in dealing with the public?
16. Describe your personality in terms of your approach to working with co employees, employees you supervise, with public agencies and with the public.

**6.** Background Information:

1. Have you ever failed to be rehired? 🞎 Yes 🞎 No

If so, where?

1. Have you ever resigned from a position in lieu of discharge or non-renewal of contract? 🞎 Yes 🞎 No

(*If your answer is Yes, provide an explanation on a separate sheet)*

1. Have you ever had a license or certificate revoked in any state? 🞎 Yes 🞎 No

*(If your answer is Yes, provide an explanation on a separate sheet)*

1. Have you ever been convicted of a crime[[1]](#footnote-1)? 🞎 Yes 🞎 No

*(If your answer is Yes, provide an explanation on a separate sheet)*

**Application and Review Process**

1. The Secretary will stamp receipt and provide notification to Applicant of timely or untimely filing of application, supporting material and cover letter. The Secretary will only process completed applications. Applicants will be contacted shortly after the filing deadline.
2. Supplemental information may be requested by the Board of Commissioners at any time in this process.
3. *Confidentiality:* Applications and accompanying materials will be securely filed or retained and will be available either in hard copy or electronic copy to the three (3) Commissioners of the Highway District, the current interim Director of Highways, Secretary/Treasurer and, as needed, to District Legal Counsel. Review by the Commissioners will be conducted during Executive Session.

[Left blank intentionally]

**Applicant’s Statement and Acknowledgement**

I certify that the information in this application is true and complete to the best of my knowledge, and I understand, agree and acknowledge that an omission or falsification of any information in this application will be sufficient grounds for the Board of Commissioners of the Highway District to not hire or upon hiring, to immediately discharge me from employment.

I understand that employment is contingent upon investigation of any or all statements contained in this application and authorize the release of any information from persons named in this application. In the event that I am employed by Golden Gate Highway District No. 3, I agree to abide by all its applicable policies, procedures, rules and regulations.

I authorize the Golden Gate Highway District No. 3 to verify any prior employment and discuss any and all recommendations regarding such employment.

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Date Signature

**Note:** If you are sending your application electronically, you will be required to sign this statement at the time of your interview if selected as a finalist.

**DIRECTOR OF HIGHWAYS**

**RESPONSIBILITY AND AUTHORITY**

**[ Chapter 7 of Title 7 Golden Gate Highway District No. 3 Policy Code]**

***7.7.1* Appointment by the Board:** The Board shall at its first meeting in October of each year nominate and appoint the Director of Highways for a term of one year unless a shorter term is designated.

**7.7.2 Director of Highways Duties:** The duties of the Director of Highways are to:

**7.7.2.1** Serve as the head of and be responsible for the operation, administration and coordination of the District’s operations; and

**7.7.2.2** Work in coordination with the other officers herein this policy provided for an appointed by the Board; and

**7.7.2.3** Advise the Board Chairman and Secretary of any needed agenda items for upcoming Board of Commissioners’ meetings; and

**7.7.2.4** As is for the good of the order and management of the District’s operations, draft policy and/or makes recommendations to the Board regarding the same; and

**7.7.2.5** Review any policy proposals and advises the Board regarding the advisability of the same; and

**7.7.2.6** Review and makes recommendations to the Board of Commissioners regarding needed revisions and additions to the Highway Standards and Development Procedures for the Association of Canyon County Highway Districts [ACCHD]; and

**7.7.2.7** Supervise all full-time, part time personnel of the District excluding other appointed officers directly and/or through subordinate supervisors; and

**7.7.2.8** Be responsible for hiring, promotion, disciplining and termination of employees in accordance with District Policy and report such actions to the board; and

**7.7.2.9** Assure the proper manning of shifts; and

**7.7.2.10** Assure the proper training and certification of District personnel; and

**7.7.2.11** Coordinate with other public agencies involving District Operations; and

**7.7.2.12** Oversee the review and timely response of all building permit reviews and approvals and other property development requests being processed by Canyon County and/or the Highway District which involve a development application governed under the Local Land Use Planning Act [Chapter 65 of Title 67 Idaho Code] and local ordinance which involve or require either District approval and/or review; and

**7.7.2.13** Inform the Board of all reviews and approvals as provided in **Section 7.7.2.12** and on all major development applications advise the Board and follow the Board direction regarding the action or response; and

**7.7.2.14** Evaluate the effectiveness of the District’s provision of transportation services within the District and advise the Board of the evaluations; and

**7.7.2.15** Maintain records in coordination with the Secretary of all District operations under the supervision of the Director of Highways, and

**7.7.2.16** Maintain and makes reports as required under law for all District operations under the supervision of the Director of Highways; and

**7.7.2.17** Oversee the maintenance and upkeep of equipment, buildings and real property of the District; and

**7.7.2.18** Prepare a proposed budget and makes recommendations concerning all line items which are not directly under the authority of another officer of the District and which shall be developed in coordination with multi-year planning and presented to the Board on or before the 1st of July preceding the commencement of the fiscal year; and

**7.7.2.19** Oversee and make recommendations to the Board of all equipment, specifications, purchases and sales; and

**7.7.2.20** Keep the Board informed of supplies, equipment and facilities needs of the District; and

**7.7.2.21** Oversee the purchase of District equipment and supplies and road and bridge construction and materials; and

**7.7.2.22** Execute the policy and procedures adopted by the Board appertaining to the Director of Highways duties and responsibilities; and

**7.7.2.23** Communicate to the Board matters which those under the Director of Highways’ supervision seek to have placed upon the agenda of the Board; and

**7.7.2.24** Serve as the official representative of the District in mutual organizations as approved by the Board of other districts and/or cities and/or the State of Idaho regarding transportation matters; and

**7.7.2.25** Report to the Board on the Highway construction and maintenance activity of the preceding month and all expenses related thereto; and

**7.7.2.26** Inform and recommend to the Board appropriate funding sources such as grants which can support District functions and operations etc; and

**7.7.2.27** Prepare and recommend to the Board for adoption long range plans which shall include matters of district staffing, equipment and building needs, Highway maintenance and Highway Improvement projects including possible funding sources and implementation plans; and

**7.7.2.28** Supervise and evaluate all employees [not including other appointed officers]; and

**7.7.2.29** Establish, with approval of the Board, a plan for personnel recruitment, selection and retention; and

**7.7.2.30** Attend Highway transportation conferences, conventions and other educational meetings to keep current regarding matters relevant to the efficient operation of this District’s functions; and

**7.7.2.31** Oversee the District’s maintenance and record keeping of its highways and rights-of-way; and

**7.7.2.32** Exercise subject to the direction of the Board of Commissioners general supervision over all highways in the Highway District’s highway system, including their location, design, construction, reconstruction, repair and maintenance, and develop, and recommend to the Board of Commissioners policies regarding highway matters; and

**7.7.2.33** Cause to be surveyed, viewed, laid out, recorded, opened and worked, any highways or public rights-of-way as are necessary for public convenience as provided in Idaho Code §§ 40-202 and 40-203A; and

**7.7.2.34** Cause to be recorded all highways and public rights-of-way within the District’s boundaries; and

**7.7.2.35** Oversee and direct, subject to the direction of the Board of Commissioners, highway improvement project protocol; and

**7.7.2.36** Follow the updating in a timely manner of the Highway District’s official map and update of all records relative to the District’s highway system and right-of-way designation; and

**7.7.2.37** Staff the Board regarding the interests of the District regarding all applications for access permits, special permits [utility or otherwise], acceptance of roadway’s for perpetual maintenance, subdivision approval, variances; letters of acknowledgment for administrative lot splits, section line set back waivers, petitions for abandonment and vacation, validation, local improvement district formation and provisions, highway work agreements with cities, acceptance of any transfer of right-of-way easement and or deed of conveyance of any interest in real and or personal property and any other application and permit process provided for by law, or the Highway Standards and Development Procedures or by this District’s policy; and

**7.7.2.38** Oversee the acquisition of property except for acquisitions directed by the Commissioners through other appointed officers; and

**7.7.2.39** Oversee and maintain the appropriate signage of all Highways within the Highway System of the District include informational and regulator and warning and all matters of signage and traffic regulations; and

**7.7.2.40** Give a full account of all bridges for which the District is either in full or in part in charge of and in that regard for those bridges constructed or repaired, and the present and prospective conditions of all bridges; and

**7.7.2.41** Prepare in a timely manner, in accordance with Idaho Code § 40-1316, a report of the condition of the work, construction, maintenance and repair of all the highways within the District as of the first day of October, accompanied by a map of the highways, together with other facts necessary for setting forth generally the situation and condition of the highways within the District; and

**7.7.2.42** Oversee the removal of encroachments and/or obstructions to highways and/or rights-of-way and the prosecution of claims for injury to District property including signage; and

**7.7.2.43** Conduct investigations and advise the Board of Commissioners regarding tort claims filed against the District; and

**7.7.2.44** Oversee and direct the protection of District highways from flooding and if necessary, to pursue abatement actions as provided in Idaho Code § 40-2322; and

**7.7.2.45** Oversee and direct the building of bridges, culverts and/or the repair of the same as it relates to ditches which cross District highways and to pursue the owners payment of the expenses related thereto as provided in Idaho Code § 40-2322; and

**7.7.2.46** Advise and furnish to the Commissioners any specific conditions of road or personnel problems that may be of interest to them; and

**7.7.2.47** Furnish periodic reports to the Board showing labor performed or now being done under his direction. Any major road or bridgework, when completed, shall be recorded in detail as to cost of materials used and expenses incurred, and made available to the Board or other competent authority as necessary; and

**7.7.2.48** Develop plans for overall maintenance and road building operations. Conduct or recommend studies to solve local highway problems, and stays abreast, tests, recommends or develops new methods of improved construction or maintenance activities to be utilized by the District; and

**7.7.2.49** Supervise and designate personnel to assist in respect to the roads under the jurisdiction of the District to make sure they are clear from obstructions and potential hazards to the driving public. Once a hazard or obstruction is identified, he shall take such action as may be deemed necessary or legal. He should notify verbally, in writing or by signing a complaint or warrant with the Sheriff’s office or other legal administration office, to correct the problem; and

**7.7.2.50** Cause roads or banks to be properly graded and maintained. Inspect special road maintenance problems that may arise, such as slides, snow, ice, flooding and drainage, and recommend action; and

**7.7.2.51** Periodically visit and inspect personally all roads in the District to see that they are being properly maintained, and gives to the subordinate deputy and foremen specific instructions as to work he deems necessary. Ascertain if they are complying with his requests and shall correlate scheduled work; and

**7.7.2.52** Ensure that roads are properly prepared before the work of oiling and paving begins. He shall supervise and inspect (through his subordinates) the work of the crews in progress and upon completion of the job; and

**7.7.2.53** Receive and answer patron complaints regarding road deficiencies, recommendations or petitions for requests for repair or building of roads, installation of signs or acceptance of roads by the District into its maintenance system. Notify and make recommendations to the Board concerning any of the above; and

**7.7.2.54** Be familiar with all the equipment and vehicles needed by the District, and prepare a recommendation, in order of priority, for the acquisition, replacement, or repair or lease of such equipment, together with appropriate estimates of the costs thereof; and make recommendations to the Board for the yearly budget as to the amounts needed for the construction, maintenance or repair of roads, purchase of equipment, personnel salary adjustments and benefits, office needs, building requirements or other facility needs; and

**7.7.2.55** Perform the duties required of the Director of Highways by the Highway District’s GASB 34 policy regarding thepreparation of the list of all Fixed Capital Assets including personal, infrastructure and real property and in assessing in coordination with the Highway District Secretary and Treasurer and shall develop an up-to-date inventory of this Highway District’s Highway System annually establish this Highway District’s estimate of the annual cost required to maintain and preserve its Highway Infrastructure Assets at an acceptable level which shall not be below the minimum condition level established by Board of Commissioners policy; and

**7.7.2.56** The Director of Highways shall make an assessment of the Highway Infrastructure Assets conditions at least once every three [3] years; and

**7.7.2.57** Assume responsibility for observance of safety rules by all personnel. Assess and review the work of the District’s employees through his subordinate foremen, as appropriate; and

**7.7.2.58** Oversee the hiring, promoting, dismissing and disciplining of employees, subject to Board approval; and

**7.7.2.59** Oversee and make recommendations to the Board regarding highway construction and maintenance materials and contracts for the purchase of the same.

**7.7.3 Compensation:** The Director of Highways shall receive a reasonable compensation as established by separate action of the Board for his/her services. This position is exempt under the Fair Labor Standards Act [FLSA].

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**1.** Supervisory methods and techniques;

**2.** Contracting procedures, requirements, and regulations relevant to the work;

**3.** Administrative principles and techniques relevant to the work including budget management and staff utilization;

**4.** District standards pertaining to the construction and maintenance of roads, curbs and footways, alleys and driveways and retaining walls.

**5.** Planning and budgeting

**6.** Facilities and equipment acquisition and purchasing and public works construction.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES AND EXPERIENCE**

**1.** Possession of a valid motor vehicle operator’s license as issued by the state of Idaho.

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1. Crime means a violation of any law in any state, province, federal or military court including pleas of guilty or nolo contendere and includes proceedings in which the sentence has been suspended, deferred or withheld but does not include convictions for traffic offenses unless alcohol or drug related. [↑](#footnote-ref-1)