

ASSISTANT PUBLIC WORKS DIRECTOR

DEFINITION

Under general direction, to assist with planning, organizing, directing, and managing the County's Public Works Department; to perform special assignments as directed by the Public Works Director; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification for assisting with the overall management and supervision of the Public Works Department. The ideal candidate will have a diverse background with experiences that show a broad understanding of:

- Engineering
- Road Operations
- Building operations, performance, and structure
- Parks operations and maintenance
- Solid Waste operations
- Fleet Vehicle Management
- Trails Maintenance
- Custodial operations

Also important are skills in financial management for preparation of capital improvement plans, budgets and supporting our finance department within the Public Works department. The candidate should be prepared to support other department requests, and work well with the County Administrators Office, County Counsel, Human Resources, IT and the auditors office.

REPORTS TO

Public Works Director

CLASSIFICATIONS SUPERVISED

This position will take direction to perform various tasks from the Public Works director that will, depending upon task, include supervision of any or all divisions of the Public Works department. The divisions include:

- Administration
- Engineering
- Roads
- Parks and Facilities
- Solid Waste
- Fleet
- Sustainable Outdoors and Recreation

Sample Duties as Directed:

(The following is used as a partial description and is not restrictive as to duties required.)

- Plan, develop and administer Public Works budget, track division budget conformance.
- Update Capital Improvement Plan as needed at least annually.
- Develop or modify policies and procedures as directed.
- Develop municipal codes as directed.
- Ensure department conformance to applicable State, Federal and local laws, rules and regulations
- Monitors current legislation related to areas of responsibility and develops reports of impacts on areas of assigned responsibility.
- Develop comprehensive reports and present to Board of Supervisors and the public.
- Represents the Public Works Department with regional and local boards, commissions, and other government agencies.
- Prepare and submit grant applications for a variety of projects and administer grants.
- Prepares Requests for Qualifications for professional services.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of public works facilities, such as roads, buildings, solid waste and parks.

- Pertinent State, Federal and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department, including detailed knowledge of those applicable to water resources, watershed management, and flood control.
- Grant development and administration.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Budget development and control.
- Principles of project planning, development, coordination, and direction.
- Principles, practices, and methods of surveying.
- Principles of public administration, management, staff supervision, employee training, and work evaluation.

Ability to:

- Assist with planning, organizing, managing, and coordinating the functions of the County Public Works Department.
- Provide direct management, planning, and coordination of lakebed management, water resources, flood control, and watershed management functions.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and administer budgets.
- Direct and oversee a wide scope of complex professional engineering and construction surveying work.
- Direct and manage the development and administration of grants.
- Oversee the gathering and maintenance of information regarding Public Works Department operations and functions.
- Develop, manage, and implement flood control.
- Perform special assignments for a variety of County Boards and Commissions.
- Direct the preparation and prepare clear, concise reports.
- Operate a computer and use appropriate software in the performance of public works administration responsibilities.
- Make effective oral and written presentations.

The selected candidate shall:

Effectively represent the Public Works Department with the public, community organizations, boards, commissions, and other government agencies. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of increasingly responsible experience, including at least two (2) years in a management or supervisory position. Advanced educational training in civil engineering, including courses in hydrology and hydraulic engineering.

Special Requirements:

Possession of a current and valid California Driver's License.

Possession of current and valid registration as a Professional Civil Engineer from the State of California is desirable.

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