

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Assistant Public Works Director

FLSA STATUS: Exempt

JOB SUMMARY:

To assist the Public Works Director in planning and coordinating overall functions of the Public Works Department; provides management oversight and technical review for engineering, road maintenance and surveying functions; administers capital improvement projects for County roads, streets, drainage facilities, bridges and land development improvements; performs related work as assigned.

CLASS CHARACTERISTICS:

This management position directs the day-to-day activities and operations of the Public Works Department; provides direction and supervision for professional and technical staff; assists the Public Works Director with policy development, program and project planning and budget development and administration and provides professional technical knowledge and expertise as required. This class is distinguished from the Public Works Director in that the latter is accountable for accomplishing agency-wide planning and operational goals and objectives and has overall management responsibility for the Public Works Department.

EXAMPLES OF DUTIES:

Essential:

- Assists with the implementation of goals, objectives, policies, procedures and work standards for the Public Works Department; provides input on the administration, management and operations of the Community Development and Services Agency.
- Participates in the preparation and administration of the department's budget; recommends changes to increase the efficiency and effectiveness of the department or agency.
- Plans, organizes, assigns, manages, reviews and evaluates the work of assigned staff either directly or through subordinate supervision; recommends selection of staff and provides for or coordinates staff training; conducts performance evaluations and administers discipline as required.
- Provides oversight, direction and work review for professional and technical staff; sets priorities for work assignments and follows up to ensure timely completion; ensures effective morale and productivity.
- Manages and evaluates the departments work activities, projects and programs; monitors progress to ensure timely and efficient operations and participates in long-range plans.
- Manages and directs departmental activities in the absence of the Public Works Director.
- Confers with and represents the department and the County in meetings with members of the County Board of Supervisors, local and state groups, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Provides professional civil engineering knowledge and technical expertise to department staff, business liaisons, County management and the public.
- Plans, organizes, directs, reviews and evaluates the design, construction and inspection of County roads, streets, bridges, and other public works and facilities.
- Prepares grant applications and obtains other funding sources for public works projects.
- Administers Public Works contract construction, from the design phase through completion of construction; recommends progress payments and contract close-out; conducts field inspections of County projects; negotiates and recommends contract modifications, as required.
- Monitors and interprets changes in laws and regulations related to the Public Works functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes and implements after approval.
- Confers with members of other departments regarding departmental or County-wide operational matters.
- Prepares a variety of written correspondence, reports, contracts, procedures and other written materials; maintains or directs the maintenance of accurate records and files.

Knowledge of:

Management and supervisory policies, practices and procedures.
Principles practices and methods of Civil Engineering as applied to planning, development, design, construction, operation and maintenance of roadways and cost engineering.
Federal, state and local laws rules and regulations governing engineering practices related to Public Works facilities.
Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
Financing alternatives for public works capital improvements.
Technical, legal, financial and public relations aspects involved in conducting a public works construction program for facilities and grounds.
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
Administrative practices and policies of budget preparation.
Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
Techniques for representing the department and the County in meetings in negotiations with a variety of individuals and groups.
Applicable laws, codes and regulations.
Safety principles and practices related to the work.

Skill in:

Managing and supervising a diverse subordinate staff, setting priorities/multi-tasking.
Planning, organizing, developing and administering a comprehensive public works engineering and capital improvement program.
Reviewing and approving the work of consultants and contractors.
Developing and implementing goals, objectives, policies, procedures and budgets.
Administering programs and staff directly and through subordinate supervision.
Recommending selection of staff and providing for their training and development.
Applying and explaining complex federal, state and local laws related to the public works areas of responsibility.
Preparing clear and concise reports, correspondence and other written materials.
Using initiative and independent judgment within general policy guidelines.
Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, vision to read printed materials and a VDT screen and may require ability to drive a motor vehicle to inspect work sites and attend meetings.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Attend meetings and functions outside of normal working hours.
Inspect work in progress in all weather conditions.

Licensing and Certification:

Registration as a Civil Engineer in the State of California.
Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Equivalent to graduation from an accredited four year college or university with major course work in civil engineering and five years of professional civil engineering experience in the design and construction of roads, bridges and related Public Works facilities with at least two years in a supervisory or management.

PREFERRED: In addition to the minimum qualifications, a Master's degree in Civil Engineering and additional years of civil engineering supervisory or management experience in a public agency setting.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.