

## **ASSISTANT DIRECTOR OF PUBLIC WORKS**

### **DEFINITION**

Under general direction, to have day-to-day responsibility for the coordination and supervision of County Engineering functions; to assist the Director of Public Works with planning, organizing, directing, and managing the County's Public Works Agency; to plan, design, and oversee the construction of roads and public works facilities; to serve as (or oversee and coordinate with the designated) Executive Director of the Plumas County Transportation Commission; to coordinate with the Engineering Department mission; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class for the position which assists the Director of Public Works in the general management and supervision of the Department. Responsibilities recognize the multiple divisions that are the management responsibility of the Department. As needed, the Assistant Director will serve as the Acting Director of Public Works.

### **REPORTS TO**

Director of Public Works.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Associate Engineer

Associate Engineer/Transportation Planner

Assistant Engineer

Senior Environmental Planner

Solid Waste Manager

Engineering Technician II

Recording Secretary

**EXAMPLES OF DUTIES**

- Assists with planning, organizing, and directing the functions, programs, and operations of the County's Public Works Department, including the implementation and on-going application of project management software.
- Assists with the development and administration of the Department budget.
- Provides supervision, training, and work coordination for assigned staff.
- Prepares mandated responses to Federal and State regulations, as assigned.
- Participates in the selection of consultants for Public Works projects, as assigned by the Director of Public Works.
- Establishes priorities and work assignments for specific projects.
- Has day-to-day responsibility for assigned functions.
- Administers construction projects for Public Works, as assigned.
- Prepares and maintains Public Works standards for new County (or grant) funded development and construction; reviews plans, specifications, and estimates for County (or grant) funded Public Works capital projects.
- Has responsibility for ensuring the Federal and State funds are properly allocated to appropriate resources.
- Serves as (or oversees and coordinates with the designated) Executive Director for the Plumas County Transportation Commission.
- Develops recommendations for transportation planning.
- Implements (or oversees the implementation of) the Regional Transportation Plans.
- Coordinates funding with transportation grant recipients.
- Develops Department recommendations for new State Highway project construction and funding.
- Inspects Public Works projects.
- Reviews property appraisals and develops information for right-of-way acquisition.
- Prepares a variety of engineering studies, cost estimates, and engineering reports.
- Works with and provides engineering expertise for a variety of County boards and commissions.
- Maintains current knowledge of legislation, practices, and case decisions regarding Public Works operations and development.
- Maintains contact and current knowledge of issues of mutual interest with other Counties and agencies practices through the attendance and coordination with public works and engineering associations and events.
- Maintains contact with the press and community organizations.
- Performs special assignments for the Director of Public Works.
- Interprets policies and regulations for the public.
- General knowledge of local agency accounting principles, as well as specialized "road department" accounting programs.
- Represents the Public Works Department with regional and local boards and commissions and other government agencies, as delegated by the Director of Public Works.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; occasional field activity; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; general knowledge of agency accounting principles; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; occasionally works outside; routinely requires out of County travel to network with other agencies on issues important to the Department; continuous contact with staff, County officials, other agency officials and the public.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of roads and Public Works facilities.
  - Pertinent State, Federal, and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department and Special Districts.
  - Proper inspection methods and procedures.
  - Principles of transportation planning and regional coordination.
  - Grant development and administration.
  - Research and statistical methods.
  - Budget preparation and expenditure control.
  - Principles of project planning, coordination, and direction.
  - Principles of local development project planning, coordination, and direction.
  - Principles of government administration, personnel management, and employee supervision and training.
- Ability to:
  - Assist with planning, organizing, supervising, and administering the functions of the County Public Works Department.
  - Provide management, training, and supervision for Department staff.
  - Perform a wide scope of complex professional engineering work.
  - Oversee and perform the gathering and maintenance of information for a variety of Public Works Department functions and projects.
  - Serve as (or oversee the general performance of the Department-designated) Executive Director of the Transportation Commission.
  - Assist with the development and administration of the Department's various annual budgets and project budgets.
  - Operate a computer, appropriate digital devices, including software, in the performance of public works engineering responsibilities.
  - Prepare, or direct the preparation of, clear, concise reports.
  - Effectively represent the Public Works Department with the public, community organizations, boards, commissions, and other government agencies or associations.
  - Establish and maintain cooperative working relationships.

**TRAINING AND EXPERIENCE**

**Required qualifications for this position are:**

Five (5) years of increasingly responsible professional engineering experience in planning, development (design), construction and maintenance of Public Works facilities, including at least two (2) years in a management or supervisory position. Advanced educational training in civil engineering is desirable.

**Special Requirements:**

Possession of a current and valid California Driver's License issued by the California Department of Motor Vehicles.

Possession of current and valid registration as a Professional Engineer (Civil) from the State of California or, ability to acquire same within one (1) year of date of appointment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.