

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general direction, to plan, organize, direct, and coordinate the maintenance and construction of County Public Works facilities; to be responsible for equipment maintenance and repair; to plan, organize, and coordinate a variety of construction and maintenance projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for the position which has overall responsibility for the management and supervision of the maintenance and construction of County Public Works facilities, as well as equipment maintenance and repair.

REPORTS TO

Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

Public Works Maintenance Supervisor and subordinates, Equipment Maintenance Supervisor and subordinates, Office Supervisor and subordinates.

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EXAMPLES OF DUTIES

- Directs, manages, supervises, and coordinates the maintenance, construction, and repair of County roads, bridges, drainage systems, and other public works facilities.
- Prepares cost estimates for maintenance and construction projects.
- Prepares specifications and assists with the purchase of vehicles and equipment.
- Develops and implements project schedules for road stripping and pavement marking, equipment maintenance, weed abatement, snow removal, and traffic sign installation.
- Develops and implements long range plans.
- Inspects roads, bridges, and other public works facilities for deficiencies.
- Recommends corrective action and priorities for maintenance and repair of facilities.
- Directs the initiation of new projects.
- Directs, oversees, and participates in the development of the Road Maintenance Division Work Plan.
- Reviews assigned projects and estimates labor, materials, and equipment requirements.
- Reviews and approves encroachment permits.
- Inspects projects performed on County right-of-way by private firms, public utilities, and other agencies.
- Administers and inspects a variety of County Public Works projects.
- Receives, investigates, and deals with public complaints regarding assigned areas of responsibility.
- Develops, implements, and monitors a unit budget.
- Develops and enforces maintenance and equipment policies for Public Works road crews.
- Reviews and takes action on personnel problems within delegated limits.
- Makes analyses of work procedures, progress, and program costs and develops recommendations to increase efficiency.
- Assists with estimating and projecting the capital improvement program budgets.
- Reviews and provides advice on unusual work and public relations problems.
- Instructs assigned employees on policy changes and the handling of difficult problems.
- Prepares special reports as required.
- Serves as Safety Officer, overseeing safety programs.
- Purchases equipment and materials for road maintenance.
- Handles transfer of vehicle titles with the Department of Motor Vehicles.
- Maintains an adequate inventory of materials and equipment to accomplish assigned projects.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of maintenance equipment such as backhoe, graders, front end loader, snowplow.

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TYPICAL WORKING CONDITIONS

Work is performed both in an office and outdoors; exposure to variations in temperature and humidity; work is performed in an environment with constant noise; some exposure to grease and oils; exposure to moving machinery and electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The planning, design, and construction of public works projects, including road and bridge maintenance and construction.
- Laws, rules, codes, and regulations related to the maintenance, construction, and operation of roads, bridges, and other public works facilities.
- Geography of the County and the location of County roads.
- Operation and maintenance of construction equipment including loaders, graders, trucks, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads.
- Inspection methods and procedures.
- Work safety methods and programs.
- Principles and techniques of supervision, training, and work evaluation.

Ability to:

- Plan, organize, direct, manage, and supervise County Public Works maintenance and construction functions.
- Develop and administer budgets.
- Inspect public works facilities and roads for deficiencies and develop recommendations for corrective action.
- Establish priorities and direct the activities of work units through assigned supervisors.
- Plan, organize, and direct public works projects.
- Develop work procedures.
- Accurately estimate costs, time, equipment, and materials needs for maintenance and construction projects.
- Effectively schedule Public Works facility maintenance activities for the County.
- Operate power equipment including loaders, graders, trucks, rollers and related equipment.
- Maintain time and equipment records.
- Prepare clear and concise reports.
- Effectively represent the Public Works Department in contacts with the public and other government agencies.
- Establish and maintain cooperative working relationships.

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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:

Two (2) years of experience performing work comparable to that of a Public Works Maintenance Supervisor with Plumas County.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.