

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, to plan, organize, direct, and manage the County's Public Works Department; to oversee the planning, design, construction, maintenance, and operation of roads and public works facilities; to serve as County Engineer, County Surveyor, and County Road Commissioner; to develop and implement Public Works ordinances and policies; to be responsible for the proper enforcement of pertinent ordinances, rules, and regulations; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a Department Head position with general responsibility for the administration of a multi-division agency under the direction of the Board of Supervisors.

REPORTS TO

Board of Supervisors through the County Administrative Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Director of Public Works, Assistant Director of Public Works, Public Works Fiscal Officer, Engineering Department Senior Engineering Technician, Engineering I and II, Fiscal & Technical Service Assistant I, II, III. Special Districts: Greenhorn Creek CSD, Beckwourth County Service Area, Walker Ranch CSD, and Grizzly Ranch CSD.

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EXAMPLES OF DUTIES:

- Plans, organizes, directs, coordinates, and administers the functions, programs, and operations of the County's Public Works Department.
- Oversees the operations and functions of Special Districts.
- Oversees the planning, design, construction, and maintenance of Public Works facilities and County roads, including long range Capital Improvement Planning and development of a Capital Improvement Budget.
- Oversees the planning, design, construction, and maintenance of the Airport Capital Improvements.
- Develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Interprets and ensures department compliance with all County policies and procedures, standards of quality and safety, and applicable local, state and federal laws and regulations.
- Has responsibility for the development and administration of contracts related to Department functions and operations.
- Approves the design of Public Works projects monitors and administers the activities of the Solid Waste Operations Programs including Solid Waste Planning.
- Oversees the development and implementation of solid waste contracts; monitors, administers, and provides engineering expertise for flood control functions.
- Provides engineering expertise and oversight for grading, sewer systems, water systems, and structures.
- Plans the development of water supplies to meet the County's needs.
- Directs and coordinates the work of engineering consultants.
- Coordinates transportation planning for the County.
- Works with, provides expertise, and coordinates the functions of a variety of a boards and commissions.
- Represents the Public Works Department with regional and local boards and commissions and other government agencies.
- Provides engineering expertise for the County Planning Department, LAFCO, and the Board of Supervisors, as needed.
- Has responsibility for the development, submission, and presentation of Department reports.
- Maintains current knowledge of legislation, practices and case decisions regarding Public Works operations and development.
- Maintains contact with the press and community organizations.
- Plans, organizes, coordinates and directs the County Surveyor functions.

- Reviews and exercises responsibility for the certification of survey and subdivision maps maintained as part of official County records.
- Insures that maps are in compliance with applicable State laws and County ordinances.

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EXAMPLES OF DUTIES CONTINUED:

- Reviews and recommends revision to ordinances with respect to Public Works Department functions.
- Performs special assignments for the Board of Supervisors.
- Interprets policies and regulations for the public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; 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; continuous contact with staff 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, Special Districts, and County Service Areas.
- Laws, rules, regulations, and legislation affecting County Surveyor operations and functions.
- Principles and practices of land survey work.
- Legal property description methods and practices.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Budget preparation and expenditure control.
- Principles of project planning, coordination, and direction.
- Principles of government administration, personnel management, and employee supervision and training.

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Ability to:

- Plan, organize, supervise, and administer the functions of the County Public Works Department.
- Provide management, training, and supervision for Department staff.
- Serve as County Surveyor and County Road Commissioner.
- Perform a wide scope of complex professional engineering work.
- Oversee the gathering and maintenance of information regarding Public Works Department, Special District, and County Service operations and functions.
- Develop and administer the Department budget.
- Operate a computer and appropriate software in the performance of public works administration responsibilities.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the County Public Works Department with the public, community organizations, boards, commissions, and other government agencies.
- Establish and maintain cooperative working relationships.

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:

Broad and extensive professional engineering experience in planning, development, construction and maintenance of Public Works facilities, including at least three (3) years in a management or supervisory position. Advanced educational training in civil engineering is highly desirable.

Special Requirements:

Possession of a valid Driver's License is required at the time of application. A California driver's license is required by the time of appointment and must be maintained throughout employment.

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

OR

Possession of current and valid registration as a Professional Civil Engineer from a State within the United States. Must demonstrate the willingness and the ability to acquire licensing as a Professional Civil Engineer from the State of California within one (1) year of employment.

Possession of a current and valid Land Surveyor license from the State of California is Desirable.