

ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

To coordinate, manage and direct the activities of the Public Works Department, including subdivision and cooperative projects; to coordinate Public Works activities with other divisions and departments; to provide highly complex staff assistance to the Public Works Director.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Deputy Director of Public Works— Operations and Maintenance by the responsibility for directing the engineering activities of the department and acting as the Public Works Director in the absence of the Department Head.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works; exercises direct supervision over professional engineering, technical engineering and clerical staff

EXAMPLES OF DUTIES --Duties may include, but are not limited to, the following:

Assists the Director in planning, organizing and directing the activities of divisions within the department.

Supervises, trains, disciplines and evaluates assigned personnel.

Plans, directs and coordinates staff work plan.

Analyzes and develops necessary policies and procedures relating to the assigned responsibilities.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews recommendations with the Director.

Prepares division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.

Coordinates with other County departments on administrative and fiscal matters.

Manages a wide range of projects designed by in-house staff and consultant engineers.

Coordinates division activities with those of other departments, outside agencies and organizations as appropriate.

Recommends, organizes, manages, directs and inspects engineering activities, including capital improvement projects and program planning for future Public Works projects.

Assistant Director of Public Works

Rev.- 12/19/00

Rev.- 07/08/01

Rev.- 09/30/01

Rev.- 07/07/02

Rev.- 09/29/02

Rev.- 10/01/02

END 12/31/2004

Res. #2000-155

Res. #2001- 67

Res. #2001-109

Res. #2002- 55

Res. #2002- 85

Minute Order #3

RES. 2005-03

Prepares, reviews and/or approves project plans and specifications.

Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.

Serves as Public Works Director as required in the Director's absence.

Participates on or serves as staff liaison to a variety of boards and commissions.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of civil engineering.

Principles and practices of administration, project and personnel management.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Recent developments, current literature and sources of information regarding civil and structural engineering.

Principles and practices of budget preparation and administration.

Principles and practices of supervision and performance evaluation.

English usage, spelling, grammar and punctuation.

Advanced mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Oversee the planning and direction of the activities of a large division.

Supervise, train and evaluate the performance of assigned staff.

Analyze administrative problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Exercise responsibility, initiative, independent analysis and judgment in solving difficult problems.

Convey ideas and information effectively in writing and when speaking to various groups.

Apply effective project management principles and practices.

Prepare and administer a budget.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of increasingly responsible professional civil engineering and management experience including three years of supervisory and administrative responsibility

Training:

Bachelor's degree from an accredited college or university with major course work in civil engineering or related field

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid Certificate of Registration as a civil engineer issued by the State of California Board of Registration for Civil and Professional Engineers.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.