

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under the direction of the County Administrative Officer and Board of Supervisors, directs and supervises the administrative, engineering and operations functions of the County's Department of Public Works.

DISTINGUISHING CHARACTERISTICS

The Public Works Department, headed by the Director of Public Works combines several inter-related functions under centralized administration. These functions include, but are not limited to, transportation planning/transit, solid waste operations, flood control districts, airports, roads, bridges, surveyor, engineer, special districts and public works.

Within this framework, the Director of Public Works reports to the County Administrative Officer, formulates broad objectives and policies that carry out the mission of the Department and provides administrative direction to division managers regarding the operations of their respective divisions. This class may act as ex-officio Road Commissioner and County Surveyor if assigned by the Board of Supervisors in accordance with the Streets and Highways Code Section 2006.

In the Director's absence, all duties shall be assigned to the Assistant Director of Public Works.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the County Administrative Officer and/or Board of Supervisors. Through subordinate management and supervisory staff, provides general direction, guidance and direct supervision, as necessary, to accomplish the goals of the Department. Exercises administrative direction over the managers, professional, technical and clerical staff within the Department.

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

Receives direction from the County Administrative Officer and/or Board of Supervisors regarding broad policy development.

Plans, organizes and directs, the County-wide program of engineering and surveying, design, construction, maintenance of roads and other public works facilities, and coordinates engineering surveying, and inspection activities.

Reviews and approves design, plans, specifications, estimates, and right-of-way matters for new road and bridge construction, water and flood control projects.

Planning and Public Works Agency Director
New 01/01/05
Rev.- 01/01/05
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 02/03/13

Res. #2004-121
Res. #2005-03
Res. #2006-06
Res. #2006- 93
Res. #2006- 93
Res. #2007- 03
Res. #2013- 08

Inspects work done on County public works projects; reviews bids and advises the County Administrative Officer and Board of Supervisors of contract provisions.

Establishes and evaluates goals, programs, policies and procedures of the Agency.

Communicates and interprets the goals, programs, policies and procedures to staff, the public, other County departments and agencies, and state and local agencies.

Serves, or may delegate to staff to serve, on boards and commissions when so designated.

Maintains knowledge of changes in directives, policies, statutes and regulations that affect operations and makes suggestions on proposed legislation and regulations concerning the Department.

Represents the Department in meetings with the County Administrative Officer and/or Board of Supervisors and other County agencies and departments, state and local agencies, and the public.

Confers with the County Administrative Officer and/or Board of Supervisors on resolution of operational issues; advises and directs subordinate managers in the resolution of operational issues to increase efficiency and ensure compliance with Agency policy.

Directs the processing, maintenance and disposal or destruction of all records, reports and other documents of the Department.

Directs the Department in initiating and maintaining cooperative working relationships with other County agencies and departments.

Is responsible for the interviewing, selection, development, evaluation and discipline of Departmental employees.

Prepares and administers the annual Department budget; monitors and approves budget expenditures.

Formulates and implements Department organizational structure, policies, procedures, plans and goals.

Serves as technical advisor to the County Administrative Officer Board of Supervisors and other boards on public works matters; reviews and presents public works project requests to the Board.

Interprets laws, codes and regulations pertaining to county surveyor and public works activities and functions; receives and responds to public inquiries, concerns and complaints regarding department activities.

Facilitates and coordinates with and between other agencies regarding cooperative projects and funding for public works.

Coordinates training for staff.

Attends professional meetings, conferences and training seminars to enhance professional job knowledge and skills and maintain certifications.

Performs various office/administrative duties as required, including preparing reports and correspondence, researching information for projects and reports, reviewing reports prepared by staff members, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Incumbents in this class must possess a thorough knowledge of public works functions at the County level

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

Planning, development, land use, public works, and resource management functions at the County level.

Principles and practices of organization and management, administration and personnel management.

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:

Plan, organize, and direct the maintenance and construction, engineering, surveying, water and flood control activities of the County.

Understand, interpret explain and apply applicable codes, laws, rules and regulations.

Maintain effective interpersonal relationships at all organizational levels, with the public, and with other agencies.

Perform detailed and exacting civil engineering work.

Effectively administer a variety of public works and development services activities.

Plan, organize and manage projects and personnel.

Manage time effectively.

Demonstrate critical and analytical thinking.

Act with a high degree of maturity, integrity and good judgment.

Identify and respond to public and Board of Supervisors' issues and concerns.

Prepare and administer budgets.

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.

Gain cooperation through discussion and persuasion.

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:

Education and Experience:

Equivalent to the completion of twelfth (12th) grade and graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related field.

Five (5) years of increasingly responsible experience in Public Works, Engineering, Construction or other related field with three (3) years in the supervisory capacity.

Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires a valid California driver's license.
- Possession of a valid Certificate of Registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers. Registration as a Professional Land Surveyor by the State of California is desired.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County project/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.

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 Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers.

Registration as a Professional Land Surveyor by the State of California is desired.