

ASSISTANT PUBLIC WORKS DIRECTOR

DEFINITION

Under direction of the Public Works Director, to plan organize and direct the Engineering and Operations Divisions of the Public Works Department; to assist the Director in the overall operation of the department; and to perform related work as required. Additionally, an incumbent meeting the appropriate qualifications may be designated by the Board of Supervisors to serve as the County Surveyor.

DISTINGUISHING CHARACTERISTICS

This is a single position senior management classification that is distinguished by its responsibility to assist the Public Works Director in managing the overall operations of the Public Works Department and the responsibility for regularly acting for or representing the Public Works Director in that person's absence. Assistant Public Works Director is an unclassified, at will position. An incumbent who has been recommended by the Public Works Director and appointed by the Board of Supervisors to serve as County Surveyor will be responsible for the duties of County Surveyor and will report to the Board of Supervisors through the Public Works Director in relation to County Surveyor duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Plans, assigns, and directs through subordinate supervisors, the design, construction, operation, and maintenance of roads, bridges, landfills, septage facilities, drainage systems, buildings, traffic control devices, airports, and related public works facilities; oversees the operation and maintenance of county Service Areas including water, sewer, street lighting, parks, and drainage districts; supervises the inspection and administration of contract construction, the acquisition of rights of way, traffic studies and related traffic engineering work, and issuance of encroachment permits; may oversee automobile and equipment maintenance activities; assists in the preparation of the budget requests and in estimating the funds available under state and federal aid programs; approves the disbursement of funds; reviews the cost of estimates of new construction and reconciles costs with available funds; estimates administrative costs, capital, outlays, and other expenditures; recommends the priority of major reconstruction and maintenance projects to the Public Works Director represents the department to other departments and various outside groups, such as Caltrans, Corps of Engineers, Community, and other interested groups, may represent the County in court as an expert witness; drives a motor vehicle in the course of business and may transport others; directs the making of official maps and surveys and assists in performing other duties required of a County Surveyor; participates in the selection, training and evaluation of subordinate personnel; may act for the Public Works Director in the latter's absence.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and

application of the following:

Knowledge of: Engineering principles and practices applicable to the planning, development, design, construction, operation, and maintenance of public works; technical, legal, financial, and public relations considerations involved in the conduct of the County public works program; methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to County roads, bridges, buildings, and related structures; principles of administration, including personnel, budgeting, supervision, training, and department organization; federal, state, and local laws, rules and regulations relating the County engineering work.

Ability to: Participate in planning, organizing, and directing the engineering and surveying activities of the County Public Works Department; interpret, explain and apply applicable laws, rules, and regulations; train and supervise the work of subordinates; perform detailed and exacting civil engineering work; establish and maintain cooperative working relationships with subordinates, County officials, and the general public; operate a motor vehicle in a safe and courteous manner; evaluate, develop and implement departmental policy and program practices to improve operations.

These employment standards are typically attained with at least two (2) years of senior management experience in professional engineering work involving the design and construction of roads, bridges, buildings, and a variety of other public works facilities.

Possession of a current, valid license as a Professional Land Surveyor issued by the Board for Professional Engineers, Land Surveyors, and Geologists is highly desirable.

SPECIAL REQUIREMENTS

- Possession of a current, valid certificate of registration as a Professional Civil Engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of an appropriate California driver license

Any license, certification, or registration required for this position must be valid for practice in California and shall be maintained (i.e. active and in good standing) at all times during employment in the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee is occasionally required to operate a motor vehicle and may occasionally drive for long

distances.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

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