

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, to be responsible for the construction and maintenance of County roads and other public works property and facilities, engineering and surveying activities, County service areas, water agency, and to do related work as required. This position is an unclassified, at will position.

DISTINGUISHING CHARACTERISTICS

This single, unclassified executive management classification has department level responsibility for overall policy development, organizational structure, program planning, fiscal management, administration, and operation of the Department of Public Works. The incumbent is responsible for the leadership, organization, management, implementation, and administrative direction of all programs of the department within applicable laws, rules, and regulations and for furthering County goals and objectives within general policy guidelines.

If the incumbent meets the statutory requirements of Shasta County Code, section 2.40.020, to serve as the County Surveyor, the incumbent shall serve as the County Surveyor. If not, a separate County Surveyor recommended by the Public Works Director and appointed by the Board of Supervisors, will be responsible for the duties of County Surveyor and will report to the Board of Supervisors through the Public Works Director.

EXAMPLES OF DUTIES

Duties include, but are not limited to the following:

Plans, organizes and directs, through subordinate supervisors, the County-wide programs for engineering, surveying, design, construction, and maintenance of roads, bridges, buildings, water/wastewater, and other public works facilities; coordinates engineering, surveying, and inspection activities; plans and supervises the department personnel program, involving the selection, training, promotion, and the evaluation of personnel; prepares department budget and controls budgetary expenditures; reviews and approves design, plans, specifications, estimates, and right-of-way matters for new road and bridge construction, water and flood control projects; reviews and approves subdivision plans; inspects work done on County public works projects; reviews bids and advises the Board of Supervisors of contract provisions; serves as technical advisor to the Chief Executive Officer and Board of Supervisors on engineering, surveying, County service areas, water agency and flood control matters; prepares written and oral reports on department activities; speaks before professional organizations and civic groups.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: The duties and responsibilities of county engineers, road commissioners and surveyors; engineering principles and practices as applied to the field of county public works, including planning, development, design, construction, cost estimating, and maintenance; principles of administration, including personnel, budgeting, training and department organization; technical, legal, financial and public relations considerations involved in the conduct of the County public works programs; federal, state, and local laws, rules and regulations relating to the construction and maintenance of public works facilities.

Ability to: Plan, organize, and direct the maintenance and construction, engineering, surveying, water and flood control activities of the County; interpret, explain, and apply applicable laws, rules, and regulations; serve as technical advisor to the Chief Executive Officer, Board of Supervisors, and the general public on engineering, surveying, water and flood control matters; develop, implement and enforce departmental operating procedures relating to personnel, training, budget, and organization, and coordinate department activities with those of other County departments; operate a motor vehicle in a safe and courteous manner; perform detailed and exacting civil engineering work; establish and maintain cooperative working relationships with subordinates, elected and appointed County officials, and the general public.

These employment standards are typically attained with at least three (3) years of supervisory or management experience in professional engineering work, involving the design and construction of roads, bridges, and 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 a current, valid license as a Professional Land Surveyor 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.

The work environment 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 occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually moderate.

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