

## CLASS SPECIFICATION



**CLASS:** Assistant Public Works Director  
**ALLOCATION:** Community Development Services Agency  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** July 1996  
**REVISED:** May 2020

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### **JOB SUMMARY:**

Under administrative direction, assist Public Works Director in planning, coordinating and directing overall functions of the Public Works Department; provides management oversight and technical review for engineering, road maintenance and surveying functions; administers capital improvement projects for County roads, streets, drainage facilities, bridges and land development improvements; performs related work as assigned. This position acts on behalf of the Public Works Director in his/her absence.

### **CLASS CHARACTERISTICS:**

This is the managerial level in the professional civil engineering series. This position reports to the Public Works Director and is responsible for overseeing the day-to-day activities and operations of the Public Works Department. This class is distinguished from the Public Works Director in that the latter is accountable for accomplishing agency-wide planning and operational goals and objectives and has overall management responsibility for the Public Works Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Assist with the implementation of goals, objectives, policies, procedures and work standards for the Public Works Department; provide input on the administration, management and operations of the Community Development and Services Agency.
- Participate in the preparation and administration of the department's budget; recommend changes to increase the efficiency and effectiveness of the department or agency.
- Plan, organize, assign, manage, review and evaluate the work of assigned staff either directly or through subordinate supervision; recommend selection of staff and provide for or coordinates staff training; conduct performance evaluations and administer discipline as required.
- Provide oversight, direction and work review for professional and technical staff; set priorities for work assignments and follow up to ensure timely completion; ensure effective morale and productivity.
- Manage and evaluate the departments work activities, projects and programs; monitor progress to ensure timely and efficient operations and participate in long-range plans.
- Confer with and represent the department and the County in meetings with members of the County Board of Supervisors, local and state groups, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Provide professional civil engineering knowledge and technical expertise to department staff, business liaisons, County management and the public.
- Plan, organize, direct, review and evaluate the design, construction and inspection of County roads, streets, bridges, and other public works and facilities.
- Prepare grant applications and obtain other funding sources for public works projects.
- Administer Public Works contract construction, from the design phase through completion of construction; recommend progress payments and contract close-out; conduct field inspections of County projects; negotiate and recommend contract modifications, as required.
- Monitor and interpret changes in laws and regulations related to the Public Works functions; evaluate their impact upon County activities, and develop and implement policy and procedural changes as required; draft changes and implement after approval.
- Confer with members of other departments regarding departmental or County-wide operational matters.
- Prepare a variety of written correspondence, reports, contracts, procedures and other written materials; maintain or direct the maintenance of accurate records and files.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use various computer and standard office equipment in the course of the work.
- Act as a department representative in emergency or disaster response activities.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of**

- Management and supervisory policies, practices and procedures.
- Principles practices and methods of Civil Engineering as applied to planning, development, design, construction, operation and maintenance of roadways and cost engineering.
- Federal, state and local laws rules and regulations governing engineering practices related to Public Works facilities.
- Principles and techniques of capital improvement design, construction, funding and long term maintenance.
- Financing alternatives for public works capital improvements.
- Technical, legal, financial and public relations aspects involved in conducting a public works construction program for facilities and grounds.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
- Administrative practices and policies of budget preparation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Techniques for representing the department and the County in meetings in negotiations with a variety of individuals and groups.
- Applicable laws, codes and regulations.
- Safety principles and practices related to the work.

### **Skill in:**

- Managing and supervising a diverse subordinate staff, setting priorities/multi-tasking.
- Planning, organizing, developing and administering a comprehensive public works engineering and capital improvement program.
- Reviewing and approving the work of consultants and contractors.
- Developing and implementing goals, objectives, policies, procedures and budgets.
- Administering programs and staff directly and through subordinate supervision.
- Recommending selection of staff and providing for their training and development.
- Applying and explaining complex federal, state and local laws related to the public works areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Use tact, discretion and prudence in dealing with those contacted in the course of the work.
- Explain complex rules and programs so others can easily understand them.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gather, organize, analyze and present a variety of data and information.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to inspect construction sites involving trenches, embankments and uneven terrain.
- Frequently required to drive a County or personal motor vehicle to attend meetings and visit work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Inspect work in progress in all weather conditions.
- Work is performed both in the office and in the field at various job sites throughout Yuba County.
- Work outdoors in all weather conditions.
- Exposure to potential hazards at various construction sites.
- The work may require extended hours, weekends, holidays, evenings or irregular hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Registration as a Civil Engineer in the State of California.
- Maintain professional development and continuing education activities for valid certification as required by the position.
- Certified Flood Plain Manager (CFM) is desired.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- Attend meetings and functions outside of normal working hours.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major course work in civil engineering and six years of professional civil engineering experience in the design and construction of roads, bridges and related Public Works facilities, with at least two years in a supervisory or management role.

**PREFERRED:** In addition to the minimum qualifications, a Master's degree in Civil Engineering, floodplain management and MS4 General Permit compliance and additional years of civil engineering supervisory or management experience in a public agency setting.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Department Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_