

CLASS SPECIFICATION



CLASS: Deputy Director of Public Works - Construction
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: July 2018

JOB SUMMARY:

Under administrative direction, assist the Public Works Director with planning, organizing and administering the Public Works Department's construction, field and maintenance operations, including construction of capital improvement projects, construction of land development projects, and the overall Public Works Department's field maintenance and operations of roadways, streets, bridges and drainage facilities, and parks; and performs related work as assigned.

This is the advanced managerial level in the public works construction maintenance series.

CLASS CHARACTERISTICS:

This position reports directly to the Public Works Director. Assignments are presented in terms of broad practices, precedents, policies and goals. This class is distinguished from Public Works Director in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures. This class is further distinguished from Deputy Director of Public Works – Engineering in that the latter manages the Public Works Department engineering, design and land development operations.

EXAMPLES OF DUTIES:

Essential:

Staff Supervision

- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Plan, organize, assign and evaluate the performance of subordinate staff; provide direction and coaching, through feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; initiate performance improvement plans, propose and administer discipline.
- Assist in the interview and selection of staff; provide for the training and professional development of staff to ensure adequate skill sets for conformance with professional standards and County best practices.

Administration

- Provide oversight of and high-level supervision regarding the operations of the Construction and Maintenance Division including the construction of capital improvement projects, construction of land development projects, and the overall Public Works Department field maintenance and operations; plan, organize, direct, review and evaluate the construction and inspection of County roads, streets and other public works facilities.
- Plan, measure and evaluate the performance of Division activities; take corrective action as necessary, to ensure the efficient and timely accomplishment of assigned tasks; assemble necessary resources to solve a broad range of programmatic and service delivery problems.
- Assist in the development and implementation of department goals, objectives, policies, procedures and work standards.
- Participate in complex fiscal accounting activities for assigned budgets including capital improvement and contract services budgets; review, monitor and analyze the activity of assigned revenue and expense accounts; make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain a balanced budget.
- Develop specifications and bid documents for a variety of public works projects; recommend contract awards; negotiate contract provisions and modifications, as required; conduct field inspections of County projects; and coordinate, review and approve contractor's performance.
- Assist in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works.
- Confer with and represent the Department and the County in meetings with members of the County Board of Supervisors; community agencies; local, state and federal agencies; developers;

contractors, business and industrial groups; other County departments; and professional organizations.

- Act as a technical advisor to County Supervisors, County Administrator, legal counsel, business liaisons, department heads, other County personnel and the public regarding issues related to construction and maintenance.
- Monitor and interpret changes in laws and regulations related to construction and maintenance operations; evaluate their impact upon County activities, and develop and implement policy and procedural changes as required.
- Prepare or direct the preparation of a variety of written correspondence, reports, contracts, procedures and other written materials; present reports and/or ordinances for consideration by the Board of Supervisors, County departments and other agencies; maintain or direct the maintenance of accurate records and files.

Important:

- Serve as Public Works Director on a relief or as-needed basis..
- 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 work.
- Act as a department representative in emergency or disaster response activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, techniques and practices of effective program management and administration.
- Principles, practices and methods of Civil Engineering as applied to planning, development, design, construction, operation and maintenance of roadways and other public works; cost engineering.
- Federal, state and local laws, rules and regulations governing engineering and construction practices.
- Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Administrative principles and practices, including program development, implementation, goal setting and evaluation.
- Safety practices, legal liabilities and responsibilities related to the work.
- Techniques for representing the department and the County in meetings in negotiations with a variety of groups and individuals.
- Geographic features and locations within Yuba County.

Skill in:

- Supervising the preparation of construction documents, comprehensive technical reports, requests for proposals, professional services agreements, contract plans and specifications, grant applications and other budget documents, and Board agenda reports.
- Planning, organizing, developing and administering a comprehensive public work construction and maintenance program.
- Reviewing and approving the work of consultants and contractors.
- Administering assigned programs and staff directly and through subordinate supervision.
- Applying and explaining complex federal, state and local laws related to the public works areas of responsibility.
- Project management; managing multiple priorities and situations concurrently.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Selecting, motivating and providing training and development for staff.
- Using initiative and independent judgment within established policy and procedural guidelines.

Ability to:

- 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.
- Prepare clear and concise reports, correspondence and other written materials.
- Communicate clearly and concisely, both orally and in writing.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- 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; 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:

- 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:

- Possess a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- 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 in construction management, civil engineering or a related field and five years of professional experience in the 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, additional years of supervisor or management experience in construction management 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.

Dept Approval:
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____