

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Public Works Director

FLSA STATUS: Exempt

JOB SUMMARY:

Plans, organizes, coordinates and directs the operations for the County's engineering, road maintenance and surveying functions; provides professional engineering expertise to County management, the Board of Supervisors, other governmental agencies and the public; oversees and assures compliance with State, Federal and County codes and regulations on all Public Works functions and performs related work as assigned. This is an "at will" position appointed by and working at the direction of the County Administrator.

CLASS CHARACTERISTICS:

This senior level management position is responsible for overseeing the operation of the Public Works Department in the Community Development and Services Agency. Responsibilities include policy development, program and project planning and budget administration. Incumbents will coordinate with the County Administrator, Board of Supervisors, Planning Commissioner, management staff, other County departments, governmental agencies and business liaisons to manage and accomplish the complex functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines. This position reports to the Community Development and Services Agency Director on all critical functions of the Public Works Department.

EXAMPLES OF DUTIES:

Essential:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Public Works Department which includes long and short range capital improvement, land and road development projects.
- Provides input on the administration, management and operations of the Community Development and Services Agency; contributes to the overall quality of the agency by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Directs the selection of staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale and productivity.
- Plans, organizes, assign, manages, reviews and evaluates the work of assigned staff either directly or through subordinate supervision; conducts performance evaluations and administers discipline as required.
- Directs the development of the departments' work plan; assigns work activities, projects and programs; coordinates project review; prepares long range plans; monitors workflow; review and evaluates work methods and procedures; ensures timely and efficient operations.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Participates in the administration, development and forecasting of funds, needed for staffing, equipment, materials and supplies for the Public Works Department budget; reviews department revenue and expense activities and reports.
- Procures professional services and negotiates contracts for same; reviews the performance of professionals.
- Confers with and represents the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.

- Monitors and interprets changes in laws and regulations related to public works activities and functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes to ordinances, regulations and procedures and implements after approval.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.

QUALIFICATIONS:

Knowledge of:

Principles and practices of road, bridge, public works and related infrastructure development and management in a public agency setting.
Land use, physical design, demographic, environmental and socio/economic concepts as applied to public works planning and operations processes.
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
Principles and practices of automotive and equipment purchase, maintenance and repair.
Principles and practices of civil engineering.
Applicable laws, codes and regulations.
Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.
Techniques for making effective public presentations.

Skill in:

Planning, organizing and administering a roads and public works engineering, planning, inspection, maintenance and operations program.
Administering programs and staff through subordinate supervision.
Developing, reviewing and approving engineering designs, plans, specifications and construction documentation.
Developing and implementing goals, objectives, policies, procedures and work standards.
Providing for the training and professional development of staff.
Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
Preparing clear and concise reports, correspondence and other written materials.
Using initiative and independent judgment within general policy guidelines.
Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Physical Demands:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

Working Conditions:

Attend meetings and functions outside of normal working hours.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Possess registration as a Professional Civil Engineer in the State of California.

Background: The minimum and preferred requirements for this position are described below.

Minimum: Equivalent to graduation from a four-year college or university with major course work in civil engineering or a closely related field, and seven years professional civil engineering experience in the design and construction of roads, bridges and related Public Works facilities with at least three years of supervisory or management experience OR one year of experience at a level equivalent to the County's class of Assistant Public Works Director.

Preferred: In addition to the minimum requirements, a Master's Degree in an appropriate field and additional years of supervisory or management experience.

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