

## CLASS SPECIFICATION



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

**ESTABLISHED:** Circa 1990  
**REVISED:** May 2023

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### **JOB SUMMARY:**

The Public Works Director plans, organizes coordinates, and directs the construction, maintenance, and operations of the County's road, bridge, drainage, and parks infrastructure; provides professional engineering expertise to County management, 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; serves as the County's Road Commissioner pursuant to California Streets and Highway Code §2006; and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This executive level management position is responsible for overseeing the operation of the Public Works Department in the Community Development and Services Agency and performing the duties of County Road Commissioner as prescribed by law and county ordinances. Responsibilities include policy development, program and project planning, budget administration, and management/implementation of the County's Capital Improvement Program. Incumbents will report directly to the Community Development and Services Agency Director and coordinate with the County Administrator, Board of Supervisors, Planning Commission, management staff, other County departments, governmental agencies and business liaisons to manage and accomplish the complex functions of the Public Works 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 is an "at will" position appointed by the County Administrator.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develop and direct 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.
- Road Commissioner duties and responsibilities.
- Provide input on the administration, management and operations of the Community Development and Services Agency; contribute to the overall quality of the agency by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Direct the selection of staff and provides for their training and professional development; interpret regulations and County policies and procedures to employees; ensure effective morale and productivity.
- Plan, organize, assign, manage, review and evaluate the work of assigned staff either directly or through subordinate supervision; conduct performance evaluations and administers discipline as required.
- Direct the development of the department's work plan; assign work activities, projects and programs; coordinate project review; prepare long range plans; monitor workflow; review and evaluate work methods and procedures; ensure timely and efficient operations.
- Direct the conduct of analytical studies; develop and review reports of findings, alternatives and recommendations; direct the maintenance of accurate records and files.
- Participate in the administration, development and forecasting of funds needed for staffing, equipment, materials and supplies for the Public Works Department; review department revenue and expense activities and reports.
- Procure professional services and negotiate contracts for same; review the performance of professionals.
- Confer with and represents the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies, developers, contractors, business groups and the public.

- Monitor and interpret changes in laws and regulations related to public works activities and functions; evaluate their impact upon County activities, and develops and implements policy and procedural changes as required; draft changes to ordinances, regulations and procedures and implement after approval.
- Prepare and direct the preparation of a variety of correspondence, reports, procedures and other written materials.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings and inspect various work sites.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of road, bridge, public works and related infrastructure development and management.
- Management principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices and techniques for working effectively with appointed and elected official of the County and other governmental jurisdictions.
- Principles, practices and funding sources related to the provision of a variety of services to the community.
- Principles, practices and techniques for fiscal management, budget control, cost accounting and public funding.
- Geographic, socio-economic, transportation, political and other elements related to the County service provision process.
- Applicable laws, codes and regulations related to Agency functions.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.
- 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 and land development design, construction, funding and long-term maintenance.
- County Service Areas, associated laws, and their management.
- Surveying principles and practices, and the Subdivision Map Act.
- AB 1600 (Mitigation Fee Act) impact fee studies, their use, applicability, and implementation; associated impact fee programs.
- Prop 218 (voter approval requirement for special taxes), its applicability and use.
- SACOG processes, including funding opportunities, MTP and MTIP.
- Real property acquisition and disposition procedures; negotiations.

**Skill in:**

- Planning, organizing and administering a roads and public works engineering, planning, inspection, maintenance and operations program.
- Developing, reviewing and approving engineering designs, plans, specifications and construction documentation.
- Planning, organizing and administering the activities and operations of a multi-disciplinary management team involved in complex and comprehensive programs.
- Developing and implementing goals, objectives, policies, procedures and work standards.

- Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
- Planning, supervising, reviewing and evaluating the work of staff through subordinate levels of management.
- Providing for the professional development and training of others.
- Ensuring compliance with all State and Federal reporting requirements.
- Training others in policies and procedures related to the work.
- Interpreting, applying and explaining complex codes, ordinances and regulations.
- Representing the department and the County and coordinating activities with members of other departments, public agencies and private organizations.

**Ability to:**

- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use tact, discretion, and prudence in dealing with those contacted in the course of the work.
- Make effective public presentations.
- Use initiative and independent judgment within general policy guidelines.
- Prepare and direct the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.
- Come up with unusual or clever ideas about a given topic or situation, or develop creative ways to solve a problem.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Accept criticism and deal calmly and effectively with high stress situations.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
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**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 IV) 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 drive a motor vehicle to attend meetings or visit work sites.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.

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

**Work Environment:**

- Typical office setting.
- Attend meetings outside of normal working hours.

- Respond to emergency situations during weekends, holidays and other off-hours shifts.
- May require occasional field surveying activities that could expose incumbent to inclement weather.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.

**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.
- Possess registration as a Professional Civil Engineer in the State of California.

**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 from an accredited college or institution with major course work in civil engineering or a closely related field, and six years professional experience in the design and construction of roads, bridges and related Public Works facilities with at least two years of supervisory or management experience.

**PREFERRED:** In addition to the minimum, a Master’s Degree in an appropriate field and additional years of 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.**

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

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

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

EEOC: A  
WC: 9410

Established: Circa 1990  
Revised: October 2006, January 2007