

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, to effectively lead and direct the County's Public Works Department. To work with Division managers to oversee the planning, design, construction, maintenance, and operations of County roads, bridges, parks, facilities, landfills and transfer stations. To develop and implement Public Works budgets, ordinances and policies. To perform special assignments as directed from the County Administrative Officer and Board of Supervisors, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top level management classification for the position which has responsibility for managing and directing the County Public Works which includes road maintenance and improvements, facilities, airports, solid waste landfills and transfer stations, fleet operations and maintenance, county parks, cemeteries, and associated administrative functions.

The ideal candidate is a creative and innovative thinker, excited by the challenge of managing a large variety of complex projects; a person with a proven track record of collaboration across departments and agencies; a person who operates effectively within political confines, and has the ability to effectively direct, manage, and lead a team of experienced Division heads.

The ideal candidate will possess the following competencies, skills, experience and expertise:

- Understanding of the current issues related to California governmental transportation and the desire to be involved in statewide organizations
- Experience with principles of budgeting, financial management and revenue generation
- Extensive knowledge of operation and maintenance of public works projects including related Federal and State Laws
- Demonstrated experience developing creative and innovative solutions to administrative, management and fiscal challenges
- Considerable expertise in leadership including team building, motivation and work prioritization to implement Department goals and objectives
- Proven ability to develop lasting collaborative relationships with multiple departments, agencies, private and public stakeholders to attain common goals
- Possession of a straight forward communication style which inspires confidence and creates a healthy and supportive work culture and environment

REPORTS TO

County Administrative Officer

CLASSIFICATIONS SUPERVISED

County Engineer, Parks and Facilities Superintendent, Road Superintendent, Fleet Superintendent, Solid Waste Superintendent, Project Manager, Administrative Services Specialist; Fiscal and Technical Specialists; and other staff through Department management.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes, directs and manages the functions and activities of the County Public Works Department; develops and implements Department goals, objectives, and priorities; provides administrative direction and oversight for Department staff; develops and administers the Department budget; formulates Department procedures and policies; oversees the planning, design, construction, and maintenance of County roads and transportation facilities; performs long range Capital Improvement Planning and develops a Capital Improvement Budget; approves the design of Public Works projects; provides oversight and direction for engineering and surveying functions; exercises oversight and management of County landfill and solid waste facilities; oversees the development and operation of the County Airports; directs and coordinates the work of the County Engineer, County Surveyor and engineering consultants; has responsibility for the development and administration of grants; works with provides expertise and coordinates the functions of a variety of boards and commissions; manages and directs the maintenance of vehicles and heavy equipment; has responsibility for the development, submission, and presentation of Department reports; approves department claims, maintains current knowledge of legislation, practices, and case decisions regarding Public Works operations and development; maintains contact with the press and community organizations; performs special assignments for the Board of Supervisors; interprets policies and regulations for the public; represents the Public Works Department with regional and local boards, commissions and other government agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of effective public administration, management, staff supervision, employee training, and evaluation.
- Pertinent State, Federal and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department.
- Budget development and control across numerous budgetary units, within a broad political context.
- Principles of project planning, development, coordination, and direction.
- Principles and practices of fleet management, including heavy equipment, within a high elevation rural setting.
- Principles and practices of transportation infrastructure development, management and operations within a high elevation rural setting.
- Principles and practices of public works facility development, management and operations, within a high elevation rural setting.
- Landfill, transfer station and recycling program permitting, regulations, maintenance and operations.
- Water quality and storm water monitoring and regulatory compliance.
- CEQA process and compliance.
- Airport, cemetery, and parks management and operations.
- Grant development and administration.
- Research, statistical and analytical methods essential to the effective management of a Public Works Department and related budgets.
- Principles and practices civil engineering and surveying, especially as they apply to functions and responsibilities of the County Engineer and County Surveyor.

- Methods and practice of collaboration with numerous external stakeholders;
- Communication practices and strategies, specifically technical communications, public speaking and presentations.

Ability to:

- Plan, organize, manage, and coordinate the functions of the County Public Works Department within a broad political context.
- Provide supervision, training, and work evaluation for assigned staff.
- Make meaningful contributions to Public Works staff morale, recognition and retention.
- Develop and oversee the administration of multiple Department budgets.
- Direct and oversee a wide scope of professional engineering and construction projects, and to manage the functions of the County Engineer and County Surveyor.
- Collect data relating to Public Works operations and functions, and to organize and publicly present that data in a compelling manner.
- Direct the preparation and prepare clear, concise reports and presentations.
- Operate a computer and use appropriate software in the performance of public works administration responsibilities.
- Perform special assignments for a variety of County Boards and Commissions.
- Direct and oversee the development and administration of grants.
Coordinate department activities with outside jurisdictions and public/private entities.

Training and Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
- Extensive experience in the direction and leadership of a public works agency.
- Extensive experience in the administration of a high-profile, politically influenced organization
- Extensive engineering experience in planning, development, construction and maintenance of roads, bridges, and other transportation facilities
- Extensive experience in the planning, development, construction and maintenance of public works facilities such as solid waste systems, storm water systems, wastewater treatment systems or public water systems.
- 5 years or more in a management or supervisory position relating to the management of public infrastructure or other public utilities.
- 5 years or more in a position overseeing the management of passenger vehicle fleets, law enforcement and/or emergency medical fleets, and heavy equipment.
- Advanced educational training in public administration, civil engineering, environmental engineering, or business administration.

Special Requirements:

Possession of a current and valid California Driver's License.

A bachelor's or master's degree from an accredited US college or university, in planning, engineering, public or business administration, public works management or related field and (5) years of progressively responsible experience in public agency management, program and budgetary planning.

DESIRABLE TRAITS

- Effective Team Builder who communicates effectively;
- Proven collaborative decision-maker with ability to craft strategic goals while leveraging staff talent;
- Ability to develop, execute policies which maximizes Team Effectiveness

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