

COUNTY OF COLUSA

Established: 02/01/2011

Revised: 08/13/2019

Salary Ranges: Licensed Engineer DH44

Unlicensed DH40

FLSA: Exempt

DIRECTOR OF PUBLIC WORKS - Licensed Engineer
DIRECTOR OF PUBLIC WORKS - Unlicensed

POSITION PURPOSE:

Plans, directs, manages, and oversees the activities and operations of the Public Works Department including engineering, road and bridge maintenance, traffic control, landfill, equipment maintenance, and the County's transportation programs; serves as Floodplain Administrator, Executive Director of Transportation Commission, Executive Director of Transit Agency, and if qualified, serves as Road Commissioner and County Engineer, may also serve if needed and qualified, as the County Surveyor; coordinates assigned activities with other County departments and outside agencies; provides highly responsible and complex administrative support to the Board of Supervisors.

SUPERVISION RECEIVED:

Receives general administrative direction from the County Administrative Officer.

SUPERVISION EXERCISED:

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

A. Held in Common:

1. Supports the Mission of the County and its elected and appointed officials.
Exhibits the duty of loyalty as an employer's representative.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other county employees.

B. Essential Job Specific Duties:

1. Assumes full management responsibility for all Public Works Department services and activities including engineering, floodplain administration, road and bridge maintenance,

traffic control, transit, and landfill operations; develops and administers policies and procedures.

2. Manages the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.
3. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
4. Represents the Public Works Department to other County departments, elected officials and outside agencies; explains and justifies Public Works Department programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.
5. Selects, trains, and evaluates Public Works Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

C. Other Job Specific Duties

1. Plans, directs, and coordinates Public Works Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
2. Manages and participates in the development and administration of the Public Works Department budget; directs the forecast of additional funds; directs the monitoring of and approves expenditures; directs the preparation of and implement budgetary adjustments as necessary.
3. Coordinates Public Works Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Board of Supervisors; prepares and presents staff reports and other correspondence.
4. Participates in the most complex engineering projects; oversees the selection of outside contractors and consultants, reviews plans and specifications, and when the incumbent is a licensed Professional Civil Engineer, approves them.
5. Participates on a variety of boards and commissions; attends and participates in professional group meetings.
6. Serves as Floodplain Administrator, Executive Director of Transportation Commission, Executive Director of Transit Authority, and if qualified, serves as Road Commissioner and County Engineer; may also serve if needed and qualified, as the County Surveyor.
7. Signs completed and acceptable plans, when a licensed Professional Civil Engineer.
8. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

9. Participates in various civic groups as a representative of the County.
10. Performs related duties as required.

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

**DIRECTOR OF PUBLIC WORKS – Licensed Engineer and
DIRECTOR OF PUBLIC WORKS - Unlicensed**

Knowledge of:

Operational characteristics, services and activities of a comprehensive public works program.
Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
Modern and complex principles and practices of program development and administration.
Principles and practices of civil engineering.
Principles and practices of floodplain administration.
Principles and practices of surveying.
Principles and practices of road and bridge construction and maintenance.
Environmental laws.
Solid waste management.
Advanced principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluations.
Federal, state, and local laws, codes and regulations.
Modern office procedures and equipment including computers.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Provide administrative and professional leadership and direction for the Public Works Department.
Identify and respond to community and Board of Supervisors, Transportation Commission and Transit Agency Board, issues, concerns and needs.
Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works services.
Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods, procedures and techniques.
Prepare clear and concise administrative and financial reports.
Interpret and apply federal, state, and local policies, procedures, laws and regulations.
Establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and media representatives.
Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.

Public Works Director – Licensed Engineer also requires:

Ability to review and approve engineering plans and specifications.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A. Public Works Director – Licensed Engineer:

Bachelor's Degree with major course work in civil engineering or a related field and five (5) years of increasingly responsible public works and engineering experience including three (3) years of administrative and supervisory responsibility.

Certificate of Registration as a professional civil engineer in the State of California.
Land Surveying license in the State of California, preferred.

B. Public Works Director – Unlicensed:

Seven (7) years of increasingly responsible public works experience including three (3) years of administrative and supervisory responsibility and 120 units from an accredited college or university with major course work in engineering, business, management, or a related field.

OR

Nine (9) years of increasingly responsible public works experience including three (3) years of administrative and supervisory responsibility and 60 units from an accredited college or university with major course work in engineering, business, management, or a related field.

Additional combinations of education and experience may be considered.

License or Certificate

Possession of, or ability to obtain a valid State of California driver's license and an acceptable driving record.

It is expected that the incumbent for the Director position will successfully complete the one week course and exam to attain a Floodplain Manager Certification, within one year of appointment

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderate.*
- *Hazards are minimal.*
- *Occasionally works around machinery having moving parts.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- *Sit for extended periods of time.*
- *Walk, stand, and bend.*
- *Hear and speak both in person and on the telephone.*
- *Use hands and fingers to operate office equipment.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

Job descriptions are written as a general representative list of the essential duties performed by a job class. They cannot include nor are they intended to include all duties and essential duties performed by all positions occupying a class.

The County of Colusa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Colusa County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.