County of Mariposa

DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, coordinate, direct and supervise the administration and operation of the Public Works Department; to oversee the programs and activities of multiple department divisions through subordinate managers; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over subordinate managers of Public Works divisions.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, administers and supervises all programs and activities of the Public Works Department and its divisions, including the Road Division, County Engineer / Surveyor Office, Solid Waste and Recycling Division, County Airport, Facilities Maintenance Division, Fleet Division, Parks and Recreation, Transportation Planning, and Special Districts.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers department budgets; reviews and approves expenditures.

Selects, trains, supervises, motivates and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees and ensures proper management of all major Public Works projects.

May review and approve engineering documents, including bid plans and specifications.

May perform professional engineering design and calculations.

Has responsibility for the development and administration of contracts related to department functions and operations; reviews and approves various contracts for construction, various services and consultation.

Administers the County's road system; determines improvements needed and develops an effective and efficient road work program in conjunction with the Road Superintendent.

Coordinates department activities and services with other County and municipal departments and other agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding department policies, programs and projects.

Keeps abreast of new developments and legislation affecting department operations and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County government organization, policies and procedures.

Organizational and management practices as applied to the analysis and evaluation of public works programs, policies and operational needs.

Principles and techniques of planning, implementing and financing public works projects.

Recent developments, current literature and sources of information related to public works operations and administration.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic mathematics.

Safe work practices.

Public / community relations techniques.

If a licensed engineer:
Principles of civil engineering design and engineering mathematics.

Ability to:
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Plan, organize and direct the operations of a comprehensive public works department.

Select, train, plan, organize and supervise the work of subordinate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Prepare clear and concise administrative reports.

Prepare and administer budgets.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Effectively resolve conflicts and difficult and sensitive issues.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

If a licensed engineer:
Supervise and perform professional engineering design and calculations.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, grease/oil, odors. Worker is subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:
Six years of administrative experience in public works, construction management or a closely related field, including at least two years in a management or supervisory position at a level equivalent to an Assistant Director of Public Works in Mariposa County.

Education:
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in civil engineering, public administration, or closely related fields.

Additional Requirements:
Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Registration as a Professional Civil Engineer in California is desirable.

Must pass a pre-employment physical.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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