

## COUNTY OF LASSEN JOB DESCRIPTION

|                       |   |                    |                   |
|-----------------------|---|--------------------|-------------------|
| <b>CLASS TITLE:</b>   | <b>Public Works/Transportation Director</b> | <b>CLASS CODE</b>  | <b>PW01</b>       |
| <b>DEPARTMENT:</b>    | <b>Public Works</b>                         | <b>UNIT</b>        | <b>Management</b> |
| <b>REPORTS TO:</b>    | <b>County Administrative Officer</b>        | <b>FLSA STATUS</b> | <b>Exempt</b>     |
| <b>BOARD APPROVAL</b> | <b>Sh June 1999/Revised 5/2006</b>          | <b>RANGE</b>       | <b>M36</b>        |

### **SUMMARY**

To plan, organize, direct and review the activities and operations of the Public Works Department including roads, bridges, buildings and grounds, park maintenance, cemeteries, airports, transportation planning, and emergency services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the County Administrator and the Board of Supervisors with reference to the Streets and Highway Code.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Administrator.

Exercises direct supervision over assigned clerical, technical, professional and supervisory personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Administrator and Board of Supervisors; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Public Works department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF::**

Principles and practices of civil engineering, land surveying.

Principles and practices of Public Works facilities planning, design and construction.

Pertinent local, State and Federal laws, rules and regulations.

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

Principles and practices of budget preparation and administration.

Principles and practices of organization, administration and personnel management.

**ABILITY TO::**

Plan, direct and control the administration and operations of the Public Works department.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

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

Interpret and apply County policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

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

**EXPERIENCE AND TRAINING**

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

**Experience:**

Six years of increasingly responsible experience in Public Works administration, including two years of significant administrative managerial experience working in a large, public agency.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**License or Certificate:**

Possession of, or ability to obtain within six months of employment, a valid Registered Civil Engineer license from the State of California.

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Possession of, or ability to obtain, a valid California driver's license.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.