

DEPARTMENT: Personnel

BY: Richard J. Benson

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RECOMMENDED ACTION AND JUSTIFICATION:

Approve an amendment to the job description for the Assistant Director of Public Works-Operations. Prior to opening a recruitment for this position, the Public Works Director reviewed the job description and recommended that a few minor changes be made to what he believes better represents his Assistant Director. One of these changes includes that it is highly desirable that the successful candidate have a Surveyor's license. If the position can be filled with an individual who has a dual Engineer' and Surveyor's license, this will eliminate the need to fill the vacant permanent part-time County Surveyor position which became vacant earlier this year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action. From time to time, the Board of Supervisors has approved amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve as drafted; revise as the Board desires and approve.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Job Description
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 10-493 Ord. No. _____
 Vote - Ayes: 4 Noes: _____
 Absent: CAJN
 Approved
 () Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: RB

ASSISTANT DIRECTOR OF PUBLIC WORKS – OPERATIONS

DEFINITION

To perform responsible administrative work by planning, organizing and directing the Engineering and Roads Divisions of the Department of Public Works; to administer projects; and to perform related duties and responsibilities.

This is a management position collaborating, assisting and serving the Director to accomplish the Department's mission statement and administrative objectives.

Added to
Res. 10-493
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SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Collaborates with the Director and manages the planning, organization and direction of activities in the engineering and Roads Divisions of the Department of Public Works.

Performs complex professional field and civil engineering work; may perform land surveying work.

Performs the duties of a resident engineer; performs field inspections and construction administration.

Assists the Director and oversees division managers in the selection, training, evaluation and discipline of personnel.

Manages, designs and administers construction projects such as County roads and bridges and related improvements and highway and transportation projects to be accomplished in cooperation with the State of California.

Assists the Director in planning, organization and direction of the Department in the construction, and maintenance of major public works projects.

Reviews and analyzes policies, procedures, organization, services, finances and other support activities.

Recommends policy statements and directives for the Director's approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission and several advisory committees administered by the Department.

Prepares and reviews correspondence, reports and other materials.

Prepares, oversees and administers various grant programs.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Engineering principles and practices as applied to the field of Civil Engineering including planning, development, construction, maintenance, and cost engineering.

Federal, State, and local laws specifications, rules, and regulations relating to construction and maintenance of public works facilities.

Planning, development, design, construction, operation and maintenance of a public road system.

Engineering principles and practices utilized in the planning and construction of major projects including roads, bridges, and other major construction projects.

The basic laws and regulations applicable to subdividing and surveying land, including the Subdivision Map Act.

CalTrans standard plans and specifications.

Principles, practices, methods and techniques of public administration and management

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules and regulations common to local government.

Computerized mapping and drafting technologies; other computer applications and software used to process field data.

Ability to:

Interpret and apply various state statutes, ordinances, and codes that pertain to public work functions to ensure activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize, and direct the engineering, surveying, and construction of roads, bridges, and other public works improvements.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand, interpret, and communicate to others the aims, concepts, principles, and practices of public works engineering and the operations.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

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

TYPICAL WORKING CONDITIONS

Work is performed indoors and in a field environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others. Requires the ability to function efficiently in the various seasonal weather conditions of the area.

MINIMUM QUALIFICATIONS

Experience:

Five years of increasingly responsible professional experience in public works-related civil engineering projects with emphasis on project design and administration. This experience must include at least two years experience involving personnel supervision and budget administration and not less than one year as a registered civil engineer.

Education:

Graduation from an accredited college or university with a Bachelor's degree in civil engineering or a closely-related engineering discipline.

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.

Possession of a valid California certificate of registration as a Civil Engineer.

Possession of a valid California certificate of registration as a Land Surveyor is desirable.

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

Creation Date: 04/04 (B/S 04-171)
Revision Date: 02/06 (B/S Res. 06-73); 10/10 (B/S Res. 10-493)