

**County of Humboldt Job Specification**  
**DEPUTY PUBLIC WORKS DIRECTOR - ENGINEERING**  
**Classification 0300**



**DEFINITION**

Under general direction, directs and oversees the day-to-day functions of the Engineering and Land Use Divisions of the Public Works Department; coordinates the work of professional and technical staff with that of other divisions and departments; assists the Director of Public Works with overall departmental administration and serves as a professional resource to the Director; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This is a division manager classification that oversees, directs, and participates in all activities of the Public Works Engineering and Land Use Divisions, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Director of Public Works in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

This class is distinguished from Director of Public Works in that the latter has overall administrative and policy responsibility for all public works functions and programs.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Engineering and Land Use Divisions of the Public Works Department, including roads and bridge planning, design and construction engineering, and land development, surveying, real property and rights of way.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within departmental policy, appropriate service and staffing levels for assigned division; recommends and administers policies and procedures.
- Assigns, directs, and evaluates the work of staff; plans for and provides staff training and professional development; interprets and applies County personnel and Memoranda of Understanding provisions; makes recommendations for appointments, promotions, and disciplinary actions.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of engineering services and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director of Public Works.
- Directs and administers activities and programs for compliance with federal, state and County codes and regulations governing the assigned areas of responsibility; keeps informed on current regulations and changes in codes and legislation which could impact County operations.
- Keeps informed on current regulations, changes in codes and legislation, new engineering and construction methods; furnishes updated interpretations of codes and regulations to other County staff.
- Directs the preparation of a variety of studies and reports relating to current and long-range County construction and capital improvement needs and develops specific proposals to meet them; provides technical assistance to staff.
- Plans and directs project management activities for a variety of capital improvement, construction, and land development projects, including the preparation of plans, specifications and designs, estimates, contracts, schedules, inspections and project monitoring.
- Confers with developers and others to resolve issues relating to public improvement requirements.
- Directs the preparation and administration of the division's budgets.
- Prepares or reviews reports for the County Administrative Officer, Board of Supervisors or commissions; works closely with various groups to explain or coordinate plans for proposed projects and to respond to their concerns.
- Coordinates the work of the division with that of other divisions, departments and outside agencies and individuals.
- Monitors developments related to public works engineering and/or real property and land use management and evaluates the impact on County operations and implements policy.
- Acts as liaison between the County and various governmental and regulatory agencies; makes presentations to the Board of Supervisors, committees, and commissions.
- Represents the Department and the County in meetings with property owners, engineers, contractors, developers, attorneys and representatives of other organizations.
- Ensures adherence to codes, applicable laws, regulations and guidelines relating to engineering activities.
- Plans and directs a wide variety of maintenance and repair activities for assigned areas of responsibility, including planning for contract work.
- Performs other related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of civil engineering, design and construction.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and practices of contract administration and project management and evaluation.
- Principles and practices of budget development and administration including Capital Improvement Program budgets.
- Principles and practices of grant application and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Engineering and Land Use Divisions.
- Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Analyze complex technical and administrative engineering and evaluate alternative solutions and recommend or adopt effective courses of action.
- Prepare clear and concise reports, correspondence and other written materials, and conduct effective public presentations.
- Exercise sound independent judgment within general policy guidelines.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

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

Equivalent to bachelor's degree in civil engineering, or a related engineering field

**and**

Five (5) years of increasingly responsible professional level public works design and construction engineering experience which included at least two years of experience with responsibility for staff and budgetary oversight and administration.

**Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Must possess a valid California Registration as a Professional Civil Engineer.
- Possession of a valid California Professional Land Surveyor's license is desirable.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 15 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.

- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When assigned to field inspection:

- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform light to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect site conditions and work in progress.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Also includes field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).