

JOB DESCRIPTION: ASSISTANT PUBLIC WORKS DIRECTOR

DATE: 03/10/09

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Road and Parks	CLASSIFICATION:	468
SUPERVISOR:	Public Works Director	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Assist and participate in the general management, operations, planning and direction of the Road and Parks Departments. Act as the Public Works Director in the Director's absence.

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

Direct, review and approve the preparation of plans, standard specifications, cost estimates and bidding procedures for a variety of public works construction projects. Manage the construction and inspection of improvement projects.

Prepare reports, operational plans, ordinances, resolutions and other technical papers as required for public works projects and programs.

Supervise Parks Department employees, including assigning and reviewing work; evaluating performance; effectively recommending or initiating promotions, transfers, new hires and terminations; and resolving employee grievances. Manage and encourage the use of volunteers in County Parks for maintenance and support. Monitor and assure timely completion of assignments; take appropriate action to resolve operational and administrative conflicts and problems.

Prepare and/or assist with development of department budgets. Monitor fiscal operations.

Manage consulting, maintenance, construction and equipment contracts for parks, roads, bridges and facilities. Determine need, prepare specifications, monitor performance, evaluate progress, prepare monthly cost estimates and authorize payments.

Develop, recommend and, upon approval, implement policies affecting forest and park operations, development, construction and maintenance. Develop and implement park master plans. Recommend improvements to the County Parks.

Promote and market park use with service groups, the media, and at events and other opportunities. Work with sporting groups and other organizations to encourage the use of County Parks.

Confer with the public regarding complaints and inquiries regarding departmental activity, policies, standards and procedures. Establish effective working relationships with members of the public, other County departments and associated external agencies.

Act as department/County representative with federal, state, local agencies; community and professional groups. Meet and consult with as needed the Parks Advisory Commission, the Planning Commission and Board of County Commissioners, etc., to advise, present and justify departmental/County issues, policies and requirements,

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Prepare reports regarding department activities and plans. Research grant opportunities for Public Works and Parks, prepare grant applications, and make written, oral and visual presentations to selection committees.

Act as Public Works Director in the Director's absence.

Represent the department on the County Safety Committee and act as Department Safety Officer. Administer all safety programs in compliance with OSHA and County rules and for the safety of employees and the public.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Regularly supervise 3-8 employees (approximately 3-4 FTE) in the Parks Department plus volunteers, youth corp crew members, jail trustees and community service workers. Provide supervision in the absence of the Public Works Director and/or a District Supervisor (2-26 employees). Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Public Works Director.

SUPERVISION RECEIVED: Work independently under the general direction of the Public Works Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a Bachelor's degree in public works, business or public administration, engineering or related field. Six years of progressively responsible experience related to public works with at least two years supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be deemed acceptable.

KNOWLEDGE, SKILL AND ABILITY: General knowledge of administrative and basic supervision concepts, practices and principles. Thorough knowledge of principles, practices and procedures as applied to public works. Considerable knowledge of materials, methods and equipment used in construction. Considerable knowledge of the laws and rules governing the safe operation of all construction and maintenance equipment. Familiarity with ability to use computers systems, general business software programs, such as word processing and spreadsheets, and computer aided design programs.

Ability to plan, organize and supervise the efficient and economic performance of a heavy load of road/parks maintenance and construction work. Ability to assemble and produce clear and detailed cost and progress reports. Ability to effectively supervise personnel. Ability to act effectively in emergency situations. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

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SPECIAL LICENSES, CERTIFICATIONS, ETC: Possession of a valid driver's license with an acceptable driving record.

NECESSARY SPECIAL QUALIFICATIONS: Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

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 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT 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.

Usual office working conditions. Field work will expose position to all weather conditions and a wide variety of terrains. Driving is a regular requirement of the position. The employee may be required to travel at night time or on weekends or in inclement weather.