

IMPERIAL COUNTY

CLASS TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS - ENGINEERING

BASIC FUNCTION:

Under the direction of the Director of Public Works, plan, organize, coordinate and administer the activities and goals of the Engineering Division of the Public Works Department; perform professional engineering duties in assigned areas of the department; provide engineering support and administrative direction for County landfills; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize and direct the day-to-day engineering operations, activities and programs of the Public Works Department; coordinate assigned areas of responsibility with other functional units within the department; assure related activities comply with established laws, codes, regulations, policies and procedures.
- Provide engineering support and administrative direction for County landfills and solid waste management functions; assist in the administration of the County landfills including the planning and implementing of transfer stations and maintaining current permits from federal, State and local laws and regulations related to solid waste issues.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule and assign the work of assigned employees.
- Assist in the direction and performance of the duties imposed by law upon the County Engineer, Road Commissioner and County Surveyor.
- Review and evaluate engineering plans, specifications, calculations, reports, proposals and projects for compliance with standard engineering practices and established laws, codes, ordinances and regulations; sign, seal and certify engineering plans, calculations and reports.
- Assist in preparing various administrative reports and confer with representatives of other County departments or agencies to evaluate and coordinate service requirements.
- Review and approve plans of proposed subdivisions to assure compliance with local regulations and acceptable engineering practices.
- Direct the drafting of various contracts for construction of roads, bridges and other public works projects.
- Plan and direct the design and preparation of drawings, specifications and estimates in connection with a wide variety of engineering projects.
- Provide technical expertise and assistance to the Board of Supervisors, County

administrators and others; prepare and present oral and written reports and recommendations as requested.

- Conduct specialized technical studies and investigations; prepare complete and comprehensive reports; make recommendations related to engineering problems as requested by the Director; investigate, analyze and provide technical recommendations for resolving engineering, water and sewer utility issues.
- Provide consultation to County personnel, outside agencies, special districts and the public concerning engineering plans, projects and related administrative matters; respond to inquiries and provide detailed and technical information concerning related specifications, standards, practices, requirements, issues, codes, laws, ordinances, regulations, policies, and procedures.
- Prepare and review technical requirements, reports and procedures generated by the activities of the Public Works Department.
- Plan, organize and direct the County Storm Water Management Program and related engineering functions in accordance with established requirements.
- Communicate with members of the public and representatives of State and local agencies regarding public works programs.
- Operate a computer and other standard office equipment; operate engineering tools and equipment; drive a vehicle to various sites to conduct work.
- Serve as the director of Public Works in the absence of the administrator as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, methods and techniques of civil engineering.
- Modern engineering methods and techniques as applied to the planning and construction of public works projects including roads, bridges and other major projects.
- California laws, codes and regulations related to subdividing, surveying and plotting land.
- Preparation of cost estimates for major construction projects.
- Principles and practices of administration, supervision and training.
- Technical aspects of field of specialty.
- Record-keeping techniques.
- Laws, rules and regulations related to assigned activities.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer TO:
- Plan, organize and coordinate civil engineering projects for the Department of Public Works.
- Perform professional engineering duties in the construction of roads, bridges and other major projects.

- Assist in performing legally mandated duties of the County Engineer, Road Commissioner and County Surveyor.
- Design difficult and technical civil engineering projects.
- Train, supervise and evaluate personnel.
- Prepare engineering plans and specifications.
- Compile and analyze statistical and technical information, maps and other data.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain records and reports related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Operation of a computer and standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in civil engineering and five years of increasingly responsible engineering and management experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- Civil Engineer license issued by the California State Board for Professional Engineers and Land Surveyors.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and field environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold, and adverse weather conditions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other assigned tools and equipment.
- Hearing and speaking to exchange information and make presentations.
- Walking on rough or uneven surfaces.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

HAZARDS:

- Exposure to potential hazards when inspecting construction sites.

Approx Monthly Salary:
\$8,000 - \$9,727

Deadline to Apply:
5/22/17

For detailed information visit our website, www.co.imperial.ca.us