

An Invitation to apply



Deputy Director of Operations & Maintenance

Calaveras County

FFD: 12/07/2016

The County covers 1,027 square miles and ranges from sea level to over 8,000 feet. It is bordered by the Mokelumne River to the north and the Stanislaus River to the south, creating a pie shaped piece of history and promise.

Year-round beauty and recreation abound. Mark Twain's story "The Celebrated Jumping Frog of Calaveras County" forms the basis for the world-famous Jumping Frog Jubilee held in May each year.

County of Calaveras

Human Resources Department

891 Mountain Ranch Road

San Andreas, CA 95249

Office: (209) 754-6303

Fax: (209) 754-6333

24-hour job line (209) 754-6332

HR@co.calaveras.ca.us

<http://www.co.calaveras.ca.us>



\$88,712—\$107,827 /yr.

Under general direction of the Public Works Director, to plan, organize, coordinate and direct the work of assigned Operations and Maintenance divisions within the Public Works Department, which includes maintenance of roads and bridges, operation of public transit, and maintenance of vehicle and equipment fleet, and may assume responsibility for other divisions/programs as needed; to supervise professional, technical, and administrative staff and subordinate supervisors in the implementation of operations and maintenance; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This management level classification has responsibility for the overall administration of major functions of the department, including contract management and intra/inter-agency coordination activities, road maintenance activities, vehicle and equipment maintenance, health & safety, and transit operations. Incumbent may oversee several specialty programs within the area of responsibility. Incumbents in this classification may be required to act on behalf of the Director of Public Works as needed.

#81-68 11/10/2016



Calaveras County is an Equal Opportunity Employer

EXAMPLE OF DUTIES

- Plans, organizes, coordinates and directs, through subordinate supervisors, the work of the Maintenance and Operations divisions;
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division;
- Interprets and ensures division compliance with all County policies and procedures, standards of quality and safety, and all applicable local, state and federal laws, regulations and guidelines;
- Participates in the preparation and administration of the Department's annual budget;
- Oversees and directs the preparation of operations and maintenance annual budgets.
- Plans, directs implements equipment and vehicle capital replacement program;
- Selects, supervises, motivates, counsels and evaluates the performance of assigned staff;
- Provides for appropriate professional/technical development for staff, and implements disciplinary action as appropriate.
- Participates in the planning process for all operations and maintenance activities;
- Plans and directs a wide variety of operations, maintenance and repair activities for roads, bridges, vehicle/equipment service and maintenance, , and transit and bus facilities.
- Prepares or reviews reports for the County Administrator, Board of Supervisors or commissions; makes presentations before the Board of Supervisors.
- Acts as liaison between the County and various governmental agencies; works closely with various groups and general public to explain and coordinate work and to respond to their concerns.
- Coordinates division activities and services with other divisions, departments, agencies and individuals as appropriate.
- Serves as acting Public Works Director in his/her absence as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

All federal, state and county laws, codes, rules, regulations and standards affecting division programs and projects; general public works administration; California Streets and Highways Code; administrative principles and methods, including goal setting, planning, program and budget development and implementation; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of supervision, training and performance evaluation; principles of civil engineering, construction and administration; theories, principles, techniques, materials and equipment used in road and bridge construction and repair; general automotive and equipment shop operations; legal guidelines for public works activities; principles and practices of contract administration and project management and evaluation; modern office practices and technology; principles and use of computers and supporting application software programs.

MINIMUM QUALIFICATIONS—Continued

Skill and Ability to:

Understand, interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to division administration, operations and maintenance; develop, implement and interpret goals, objectives, policies and procedures, work standards and internal controls; plan, organize, coordinate and direct a variety of functional specialties with overlapping work areas; manage and direct public works operations/maintenance programs; analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits; accurately estimate costs, time, equipment, and material needs for maintenance and construction projects; prepare and administer a budget; select, supervise, motivate and evaluate the performance of assigned staff, and provide for their training and professional development; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of the work; make effective public presentations; interpret complex division projects and programs to the public; prepare clear and concise reports, correspondence and other written materials; communicate clearly and concisely, both orally and in writing; and clearly and accurately deliver information by way of presentations and reports.

Education and Experience:

A Bachelor's degree from an accredited college or university in business administration, public administration, civil engineering or related field. A Master's degree may substitute for up to two of the required years of experience, excluding the two years of supervisory experience.

Five (5) years of journey-level public works related experience with at least two (2) years of supervisory experience in public works administration, or operations and maintenance.

APPLICATION AND SELECTION PROCESS

Interested individuals must submit the following:

- **Calaveras County application**
- **Current resume**
- **Cover letter**
- **Supplemental questions**

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which candidates will continue in the screening process. **Incomplete application packets will be screened out of the process.** Those candidates identified as having qualifications best suited for the position will be invited to participate in the interview process.

FINAL FILING DATE: Wednesday, December 7, 2016 by 5:00 p.m.

Supplemental Questions

The purpose of this supplemental questionnaire is to assess your qualifications, training, and experience in specific job related areas. Your answers to these questions, along with your completed application, will be used to select the most suitably qualified candidates for the interview process. Applications submitted without completed supplemental questions will not be given further consideration.

Respond to each question fully, describing your specific experience and accomplishments, but limit your response for each question to only one "8-1/2 x 11" sheet of paper (single or double spaced.) Responses must be legible. Typewritten responses are preferred. Although this supplemental questionnaire will be reviewed in tandem with your other application documents, when answering supplemental questions please specify the organization for which you worked while performing each function.

1. Provide an overview of your senior level administrative or senior level managerial experience in a public agency. Please include the programs and operations for which you were responsible, your supervisory responsibilities, and the extent of your authority.
2. Describe your experience in preparing a departmental operating budget and monitoring revenues/costs/expenditures. Please include the complexity of the budget and level of responsibility.
3. The Deputy Director will foster and develop teamwork internally within each Public Works division, cooperation among the divisions within the Department and partnerships among County agencies and departments. Describe your experience(s) and the challenges you have overcome developing teamwork, cooperation and partnerships among similar governmental structures described above.
4. Describe your experience presenting information, both orally and in writing, to Boards and Commissions.

Benefits

The County offers a comprehensive benefits plan including medical, dental, vision, life and long term disability, paid vacation, sick leave and management time off. Regular employees do not pay Social Security, but are members of Public Employees Retirement System (PERS). [Benefit Summary here](#)

- CalPERS formula is based on your standing with CalPERS.
- Deferred Compensation Plan (457b) - Optional tax-deferred income plan includes a County matching contribution of up to \$25 a month.
- Vacation—80 hours each year up to 3 years; 120 hours each year up to 9 years; 160 hours each year after 10 years of service. You can accrue double what you earn.
- Holidays—13 paid days per year.
- Sick Days—12 days annual sick leave accrual with unlimited accumulation.
- Management Time Off (MTO) - 40 hours per year.
- Section 125 Benefit Plan: Medical and Dependent Care Flex Spending, Additional Insurances: Heart & Stroke, Cancer, Accident, additional Life Insurance.
- Longevity—2.5% increase in pay for 6, 10, 15, 20, and 25 years of service.