



TEHAMA COUNTY
invites applications for the position of:

Assistant Director of Public Works

SALARY: \$7,687.00 - \$9,368.00 Monthly

OPENING DATE: 01/27/20

CLOSING DATE: 02/27/20 05:00 PM

DESCRIPTION:



The Tehama County Department of Public Works is seeking a highly skilled professional to supplement our staff and manage the programs we administer.

The successful candidate has the capability to lead the team of dedicated professionals in managing the large number of funding programs to ensure transparency and accountability to the public, the Board of Supervisors and various State and Federal agencies. The candidate will also have substantial experience in successful project management.

ABOUT THE DEPARTMENT:

The mission of the Tehama County Public Works Department is to provide high quality services, products and protection of County infrastructure through design construction and maintenance in an efficient, effective and safe manner for the people of Tehama County.

The department currently employs approximately 59 dedicated employees. Divisions within the department include: engineering, surveyor, flood control and water, sanitation, and road maintenance as well as the administrative division which includes personnel and finance. The department is undergoing a review of policies and procedures as well as enhancing its abilities to deliver projects.

The department currently has two major bridge projects, one has been awarded and the other scheduled for construction in the summer of 2020. There are two major road rehabilitation projects, one of which includes an interchange with Interstate 5 in Red Bluff. In addition, the department has a number of smaller safety projects planned throughout the County.

[*Click here to learn more about the Public Works Department.*](#)

ABOUT THE COMMUNITY:

Nestled in the northern Sacramento Valley, Tehama County lies approximately midway between Sacramento and the Oregon border. The County sits alongside the beautiful Sacramento River and is only 50 miles west of Lassen National Park. Tehama County is the central point of widespread recreation; with nearby camping, hunting, fishing, golfing, snow skiing, and boating resources as good as or better than anywhere in California. Tehama County is home to approximately 64,000 people. In our County's small town atmosphere, you can experience the feeling of knowing your neighbors. Additionally, the mean travel time to work is only 23 minutes and the cost of living in Tehama County is lower than many other places in California.



[Click here to learn more about this great community!](#)

EXAMPLES OF DUTIES:

This position assists the Director in the overall planning, assigning and directing of the department's divisions. Duties include providing leadership, giving direction, and supervising the activities of the various divisions. The incumbent should have extensive knowledge in technical, financial and public relations involved in the conduct of county public works programs. This work also includes assisting in the preparation and management of the budget, processing revenues and expenditures as well as preparing financial reports.

It is critical the incumbent have substantial knowledge of engineering, transportation planning and traffic engineering principles and practices as applied to county public works; including planning, development, design, construction, cost estimating, plan review and specification preparation. The responsibilities of this position include overseeing land development functions; performing such duties as coordinating road, drainage and related improvements with developers; approving subdivision maps and records of survey and implementing Subdivision Map Act requirements. Planning, coordinating and supervising County road and bridge design, development, permitting, bid management, construction and billing activities, as well as overseeing project completion and closeout, are essential duties of this classification.

[Click here to view the full classification specification.](#)

EDUCATION, EXPERIENCE & LICENSES:

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

- Bachelor's degree in Civil, Architectural, Mechanical, Structural Engineering, Public Administration, Business Administration, Environmental Engineer, Geologist, Hydrogeologist, Traffic Engineering, or Construction Management or other related field
- Six (6) or more years of progressively responsible experience with three (3) years of demonstrated management experience in an administrative or supervisory capacity in a public works or similar organization

Other combinations of education and experience may be considered.

Candidates who have experience working on transportation projects with oversight by Caltrans are highly encouraged to apply.

LICENSES & SPECIAL REQUIREMENTS:

- Requires a valid California driver's license
- Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers. *Registration may include, but is not limited to, one of the following: Civil Engineer, Structural Engineer, Geologist, Traffic Engineer, Land Surveyor, or Geotechnical Engineer*
- Certification as an Engineering Geologist or Hydrogeologist may be considered in lieu of Professional Engineer

RECRUITMENT INFORMATION:

The department currently has one (1) vacancy.

In addition, Tehama County is establishing an eligibility list to fill future vacancies for an Assistant Director of Public Works, as well as subsequent vacancies which occur during the life of the eligibility list.

Please submit ALL required documents when applying such as, copies of all required degrees and/or certifications as outlined in the job description. Incomplete applications will not be considered.

If you have questions about this recruitment, please contact the department at the phone number listed below.

All offers of employment are contingent upon successful completion of background, fingerprinting, drug test (including marijuana) and physical examination provided by the County.

EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE

9380 San Benito
Gerber, CA 96035
530-385-1462
ext. 3003

Position #2020-P0984
ASSISTANT DIRECTOR OF PUBLIC WORKS
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Assistant Director of Public Works Supplemental Questionnaire

- * 1. Please provide a description of the largest project you have managed. Include the following: - The organization; - Your title; - The funding source(s) of the project; - The estimate of probable cost; - The length of time the project was in the planning phase; - When it went into construction; - The consultants (if any); - Any environmental issues; - The regulatory agencies involved; - The value of the contract; - The length of construction; - The number of construction change orders issued.

- * 2. Please describe in detail, the largest budget you have managed. Include the following: - The organization - please indicate whether it was a private or a public agency; - Identify your revenue sources.

- * 3. Please describe your experience in supervising staff. Include the following: -Staff size; -Types of job classifications that were supervised; -Who you reported to.

- * 4. Have you been involved in developing an Indirect Cost Allocation Plan (ICAP)? Please give all pertinent information as to agencies the ICAP was developed for, types of projects it was used for, etc. Please describe a few key elements included in an ICAP.

- * 5. What is the most significant personnel issue you have been involved with? How was the issue resolved and what disciplinary action was taken, if any? As a supervisor, have you been involved in a disciplinary action in which the employee or subordinate was represented by an organized union or association? If so, please describe your experience.

- * 6. What do you consider to be your strong points? What training do you think you would benefit from the most?

- * 7. Please describe a "Planning Program " that you have been involved with. What was the issue that you were trying to address? What was the time horizon? How was the process funded? What was the public outreach? Who approved it? What was the final outcome?

* 8. Please provide any additional information you feel is useful in our review.

* Required Question