



COUNTY OF SAN BENITO
invites applications for the position of:

Assistant Director- Public Works Engineering/Operations

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$55.04 - \$73.78	\$4,403.20 - \$5,902.40	\$9,540.27 - \$12,788.53	\$114,483.20 - \$153,462.40

OPENING DATE: 04/05/21

CLOSING DATE: 05/05/21 05:00 PM

DESCRIPTION:

This position is scheduled to receive a \$1000 bonus on July 30, 2021.

Under general direction, to assist the Director of Public Works with planning, organizing, directing, and managing the County's Public Works Department; to have day-to-day responsibility for the coordination and supervision of delegated areas of Public Works Department operations and functions; to plan, design, and oversee the construction, maintenance, and operation of roads and public works facilities; to provide highly responsible and technical staff support for public work studies and functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification for the position which has responsibility for assisting with managing and directing the County Public Works Department.

REPORTS TO

Director of Public Works

CLASSIFICATIONS SUPERVISED

An assigned group of Division/Unit Manager, depending upon delegated areas of responsibility.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed office and outdoor environments; continuous contact with other staff.

**EXAMPLES OF
ESSENTIAL
DUTIES:**

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assists with planning, organizing, directing, and managing the functions and activities of the County Public Works Department; assists with the development and implementation of the Department goals, objectives, and

priorities; provides supervision, training, and work coordination for assigned staff; manages and administers a variety of Public Works maintenance, operations, planning, and administrative functions, as delegated; prepares mandated department responses to Federal and State regulations; recommends selection of consultants for Public Works projects to Director of Public Works; establishes priorities and work assignments for specific projects; performs facility inspection and operations studies; administers construction projects for Public Works; prepares Public Works standards for new development and construction; reviews plan, specifications, and estimates for County funded Public Works projects; develops recommendations for transportation planning; develops Department recommendation for new highway project construction and funding; reviews property appraisals and develops information for right-of-way acquisitions; prepares a variety of engineering studies, cost estimates, and engineering reports; receives and directs utility relocations; works with and provides engineering expertise for a variety of County boards and commissions; maintains current knowledge of legislation, practices, and case decisions regarding Public Works operations and development; performs special assignments for the Director of Public Works; interprets policies and regulations for the public; represents the Public Works Department with regional and local boards, commissions, and other government agencies, as delegated by the Director of Public Works.

**TYPICAL
QUALIFICATIONS:**

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

Five years of increasingly responsible professional engineering experience in planning, development, construction and maintenance of Public Works facilities, including at least one year in a management or supervisory position. Advanced educational training in civil engineering is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of current and valid registration as a Professional engineer from the State of California.

**SUPPLEMENTAL
INFORMATION:**

Knowledge of:

Principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of roads, bridges, and other Public Works facilities.

Pertinent State, Federal, and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department.

Proper inspection methods and procedures.

Research and statistical methods.

Budget development and control.

Principles of project planning, development, coordination, and direction.

Principles of public administration, management, staff supervision, employee training, and work evaluation.

Ability to:

Assist with planning, organizing, managing, and coordinating the functions of the County Public Works Department.

Provide management, training, and supervision for assigned staff.

Assist with development and administration of the Department budget.
Perform a wide scope of complex professional engineering work.
Oversee and perform the gathering and maintenance of information for a variety of Public Works Department functions and projects.
Collect, compile, and analyze technical, statistical, and other information.
Perform special assignments for a variety of County Boards and Commissions.
Direct the preparation and prepare clear, concise reports.
Operate a computer and use appropriate software in the performance of professional engineering work.
Make effective oral and written presentations.
Effectively represent the Public Works Department with the public, community organizations, boards, commissions, and other government agencies.
Establish and maintain cooperative working relationships.

In accordance with California Government Code section 3100, et., seq., all County of San Benito employees are considered disaster service workers who may be required to report for duty, or remain on duty to address disaster service activities in the event of an emergency or disaster and are required to undertake an applicable loyalty oath.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/sanbenito/default.cfm>
JOB KIOSK LOCATED IN THE LOBBY AT THE SAN BENITO
COUNTY ADMINISTRATION BUILDING
481 Fourth Street
Hollister, CA 95023
831-636-4000
humanresources@cosb.us

Job #01188
ASSISTANT DIRECTOR- PUBLIC WORKS
ENGINEERING/OPERATIONS
RJ

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Assistant Director- Public Works Engineering/Operations Supplemental Questionnaire

- * 1. Please be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. Your responses to the questions must be supported by both the work experience listed on your application as well as your resume. The rating of the supplemental questions may determine your application status and/or rank on the eligible list. I have read and understand the statement above concerning submission of supplemental questionnaire responses.
 Yes No

- * 2. Do you have five years of increasingly responsible professional engineering experience in planning, development, construction and maintenance of Public Works facilities, including at least one year in a management or supervisory position?
 Yes
 No

- * 3. Do you possess current & valid registration as a Professional Engineer from the state of California?
 Yes
 No

- * Required Question