



COUNTY OF LAKE
invites applications for the position of:

Assistant Public Works Director

SALARY: \$8,807.00 - \$10,705.00 Monthly
\$105,684.00 - \$128,460.00 Annually

DEPARTMENT: Public Works

OPENING DATE: 10/05/21

CLOSING DATE: 11/18/21 05:00 PM

GENERAL RECRUITMENT INFORMATION:

Recruitments for County positions are typically conducted to establish eligibility lists to fill countywide vacancies that occur during the active status of those lists (approximately 3 -12 months). **Any person on a promotional eligibility list will be considered first by the hiring department(s) before persons on an open eligibility list.**

The County of Lake only accepts applications for permanent positions when actively recruiting. Only online applications are accepted. It is the responsibility of each applicant to review the full job description and requirements.

The County is an Equal Opportunity-Affirmative Action Employer. Veteran's Preference.

To apply for County examinations - All applications for County examinations must be submitted through the County's online application system. A completed Supplemental Questionnaire must be submitted with each online application. All permanent County recruitments will be posted at www.co.lake.ca.us with a link to the online application. The County of Lake reserves the right to limit the number of applications that will be accepted for any open recruitment, and any such limit will be included on the job posting. When a limit is posted, the recruitment is subject to close at any time prior to the final filing date. **Completed online application packets must be submitted by the close of business on the date that the recruitment closes.** All relevant experience must be included on the application to be considered – resumes and other attached documents will not be used to qualify an applicant. Relevant experience and/or education may be substituted at a ratio of 2 to 1 for the purpose of meeting minimum qualifications and applicants should contact the Human Resources department for details.

Important Notice - The provisions listed on job postings, job descriptions, or other recruitment materials do not constitute an expressed or implied contract. Benefits may vary between bargaining units. Any provisions contained within job postings, job descriptions or other recruitment material may be modified or revoked without notice. All County of Lake applicants who are given a conditional employment offer must comply with the County's pre-employment medical review program before they may be appointed to the County position.

APPLICATION AND TESTING INFORMATION:

This position may qualify for a Sign-On incentive. The appropriate Department Head with the County of Lake can request a Sign-On Incentive payment of 10% of the annual rate of pay to a newly appointed employee not to exceed \$10,000.00, if the position meets

qualifications. The \$10,000.00 hiring incentive will be made in two (2) \$5,000.00 payments. The first \$5,000.00 payment will be made to an employee within the next available pay period following the initial, first time hire of the employee with the County of Lake. The second \$5,000.00 payment will be made upon successful completion of employment probation.

Employee must remain employed with the County for two (2) years or repay the hiring incentive; the employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

MINIMUM QUALIFICATIONS:

Training and Experience:

Three (3) years of increasingly responsible engineering experience in planning, development, construction and maintenance of public works facilities, including at least two (2) years in a management or supervisory position.

Advanced educational training in civil engineering, public administration or related fields is 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 Civil Engineer from the State of California.

FULL JOB DESCRIPTION:

ASSISTANT PUBLIC WORKS DIRECTOR

DEFINITION

Under general direction, to assist with planning, organizing, directing, and managing the Department of Public Works; to serve as a Division Head, as assigned, planning, directing, and coordinating assigned activities and functions; to oversee the Department of Public Works Administrative functions; to perform special assignments as directed by the Public Works Director; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification that assists with the overall management and supervision of the Department of Public Works. The incumbent directly manages delegated functions or divisions within the department including the Administrative Division.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and/or management staff, depending on areas of work assignments. Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Assists with planning, organizing, directing and managing the functions and activities of the Department of Public Works.
- Assists with the development and implementation of department goals, objectives, and priorities.
- Supervises, trains, and evaluates assigned staff; oversees and coordinates department personnel activities.
- Selects, supervises and trains assigned staff.
- Assists with the department budget.
- Works with the Public Works Director in formulating department procedures and policies
- Monitors current legislation related to areas of responsibility and develops reports of impacts on areas of assigned responsibility.
- Develops comprehensive reports and presents findings to the Board of Supervisors and the public.
- Develops and recommends policies and procedures regarding assigned areas of responsibility, secures approval from persons and entities, and administers them equitably.
- Prepares and administers budgets for delegated functions
- Prepares and submits grant applications for a variety of projects and administers grants
- Develops long range plans and capital improvement requirements for assigned areas of management responsibility and carries out approved plans
- Identifies and develops additional funding sources
- Oversees professional engineering studies and consultant work, including preparation of plans and project specifications
- Coordinates field inspections of projects and facilities
- Ensures project compliance with engineering standards
- Evaluates proposals for contract engineering work.
- Has a major responsibility in the development, submission, and presentation of department reports
- Approves department claims; maintains contact with the press
- Performs special assignments for the Public Works Director
- Interprets policies and regulations for the public
- Serves as a liaison for the Department of Public Works with a variety of regional and local boards, commissions, other County departments, other government organizations, as delegated.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of civil engineering as applied to the design, construction, and maintenance of public works facilities.
- Pertinent state, federal and local laws, regulations, and ordinances related to the functions and operations of the Department of Public Works.
- Grant development and administration.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Budget development and control.
- Principles of project planning, development, coordination, and direction.
- Principles of management, supervision, training, and work evaluation.

Ability to:

- Assist with planning, organizing, managing, and coordinating the functions and services of the Department of Public Works.
- Provide supervision, training, and timely work evaluations for assigned staff.
- Develop and administer budgets.
- Direct and oversee a wide scope of complex professional engineering and construction surveying work.
- Direct and manage the development and administration of grants.
- 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 public works administration responsibilities.
- Make effective oral and written presentations.
- Effectively represent the Department of Public Works with the public, community organizations, boards, commissions and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license.

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

Education and Experience:

Three (3) years of increasingly responsible engineering experience in planning, development, construction and maintenance of public works facilities, including at least two (2) years in a management or supervisory position.

Advanced educational training in civil engineering, public administration or related fields is desirable.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field. As such, incumbents may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical conditions. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Positions in this class may require local and statewide travel as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.co.lake.ca.us/Government/Directory/Human_Resources.htm

Position #21-249
ASSISTANT PUBLIC WORKS
DIRECTOR
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255 N. Forbes Street
Lakeport, CA 95453
707-263-2213

Assistant Public Works Director Supplemental Questionnaire

- * 1. I understand that all of my relevant education and experience must be included on the application form, and that an unofficial transcript MUST be included in order to use my education as credit toward the minimum qualifications of the job description. Furthermore, I understand that only information contained and submitted on the application will be used when screening my qualifications against the minimum requirements of the position, and failure to include relevant information may eliminate me from consideration for this position.
 Yes
- * 2. I have a DD-214 and I have been honorably discharged from military service. I understand it's my responsibility to attach my DD-214 to my application.
 Yes
 Not Applicable
- * 3. Do you have possession of current and valid registration as a Professional Civil Engineer from the State of California?
 Yes No
- * 4. Do you have three (3) years of increasingly responsible engineering experience in planning, development, construction and maintenance of public works facilities, including as least two (2) years in a management or supervisory position?
 Yes No
- * 5. Do you have advanced educational training in civil engineering, public administration or related field?
 Yes No
- * 6. Do you have, or can you obtain, a valid California Driver's License by date of hire?

Yes No

- * 7. Can you submit to, and pass a background check prior to appointment? Depending upon the position and/or assigned department the background check may include, but is not limited to: civil and criminal history check, reference check, Livescan, and/or credit check (as allowed under state law)

Yes No

- * 8. I MUST provide an unofficial transcript to certify that my education qualifies towards the minimum requirements of the position. A copy of my degree will not be accepted to certify my education. I have attached my unofficial transcript.

Yes No

- * 9. I certify that to the best of my knowledge, my answers to the supplemental questions are true and accurate and that all relevant experience, education, certifications, licenses, and trainings are included on my application form. I understand that my answers are subject to verification and that any intentional misrepresentation may be sufficient cause to eliminate me from further consideration for this position.

Yes

- * Required Question