



EMPLOYMENT OPPORTUNITY

DEPUTY DIRECTOR OF PUBLIC WORKS/ TRANSPORTATION

SALARY AND BENEFITS

\$27.85-\$33.60 hourly, plus benefits package

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

The Deputy Director of Public Works/Transportation under administrative direction from the Director or Assistant Director of Public Works/Transportation, plans, organizes, directs and reviews the activities and operations of the Public Works/Transportation Department including roads, bridges, buildings & grounds, parks, cemeteries, airports, transportation planning, and emergency services. Coordinate assigned activities with other departments and outside agencies. Provides highly responsible and complex technical and administrative support to the Director or Assistant Director of Public Works/Transportation, County Administrative Officer, and Board of Supervisors, as assigned. Exercises direct supervision over assigned staff. The major duties of this job include:

- Assists in the planning, organizing, coordination and direction of programs, activities, and operations of the Public Works/Transportation Department with direct responsibility for facilities including buildings and grounds, cemeteries and parks.
- Acts as sexton for County maintained cemeteries.
- Assists in preparing the Public Works/Transportation Department budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Prepares plans, specifications and estimates for County construction projects; may act as County contract representative and inspector on designated projects; administer various capital project construction contracts.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments, and customer service.
- Directs department staff in the establishment of operational goals; provides fiscal controls by monitoring purchasing and spending activities. Applies for and implement grant programs.
- Directs and supervises the establishment of maintenance program planning and financial evaluation; provides oversight of maintenance techniques, service requests, complaint reviews, corrective recommendations and operational problem solving.
- Directs and supervises capital project development, including programming, scoping and design; conducts technical reviews of designs and monitors financial and construction aspects of projects.
- As appropriate, briefs the Board of Supervisors, advises the County Administrative Officer and/or appointive boards and commissions on projects and long-range planning objectives.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

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

Education:

Range 26: Equivalent to a Bachelor's degree from an accredited college or university with course work in civil engineering, construction management or scientific/technical field preferred.

Range 26 + 10%: In addition to education above for Range 26 the possession of a current Professional Civil Engineer license for the State of California.

Experience:

Four years of increasingly responsible experience in directing public works activities or directly related technical experience. One year of supervisory experience in a public works organization preferred.

Licenses and Certifications

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

Preferred but a not requirement of the position: incumbents possessing a current Professional Civil Engineer license with the State of California will have a salary of adjustment of 10%.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews. The Lassen County application is available at our application center at the address listed below and by visiting Personnel at our website at: <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Updated: March 16, 2021

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for safety sensitive positions.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.