

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY DIRECTOR OF TRANSPORTATION - ENGINEERING	CLASS CODE: 2010
DEPARTMENT:	TRANSPORTATION	FLSA STATUS: E
REPORTS TO:	TRANSPORTATION DIRECTOR	DATE: 02/00 Rev. 1/07
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, plans, organizes, directs and coordinates the work of the engineering division of the department; monitors the progress of different engineering projects and reviews the work of professional engineers; represents the department before official bodies, regulatory agencies, contractors and the general public. Incumbent in this class must be a registered engineer with the state.

DISTINGUISHING CHARACTERISTICS:

Deputy Director of Transportation - Engineering is a full management classification responsible for the overall function of the Engineering Division, including planning, budget preparation, development, and coordination of work within the division. This single-incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team. This classification is distinguished from the Transportation Director by the latter's overall responsibility for the department. This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering duties of other Deputy Directors within the department may be rotated among the department's Deputy Directors, depending upon workload, department and County needs.

SUPERVISION EXERCISED:

The Deputy Director of Transportation, Engineering exercises supervision over the Engineering Division.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Administers, directs and supervises the operations of Engineering unit, activities and staff of the division, including planning and budgeting, preparing and presenting reports to Director of Transportation and Board of Supervisors, investigating complaints, overseeing safety program and administering department matters. Plans, prioritizes and schedules the work of the unit.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develops, recommends and participates in the preparation of unit operating budget; monitors and administers approved budget.
- Develops, communicates, and monitors policies, procedures, and standards for the division; recommends improvement when necessary. Reviews operating policies, procedures, and techniques to determine effectiveness.
- Confers with management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.
- Participates in, and serves as a member of, a variety of committees and groups.
- Advises Director of Transportation, County Executive Officer and Board of Supervisors on issues concerning division activities and functions.
- Supervises and participates in the preparation of engineering calculations for construction projects and master plans; supervises and monitors the preparation of project feasibility studies involving the analysis of engineering, surveying, environmental and economic factors; supervises the preparation of cost estimates for construction quantities and materials, along with total project cost; ensures that engineering work is in compliance with state and federal requirements.
- Supervises the preparation of official reports for governmental agencies and departmental management; investigates and responds to inquiries and complaints from the public; represents the department before official bodies, governmental agencies and the general public.
- Oversees the development of engineering software by subordinate professional staff.
- Prepares Requests for Proposals and quotations.
- Confers with management staff and subordinates regarding engineering master plans and operation priorities; makes recommendations as to problem areas and their solutions.

- Coordinates and reviews all work necessary to gather fiscal data, plan, design, and accomplish the construction of complex projects; represents the department before governmental agencies and the public regarding such projects.
- Represents the department at technical meetings and public gatherings.
- May act on the behalf of the Transportation Director in his/her absence for brief periods.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Surveying Equipment Vehicle Drafting Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Engineering; and four or more years of progressively responsible engineering experience that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a transportation agency or, an equivalent combination of training and education.

Substitution: Related experience may be substituted for up to two years of the education at a rate of two years of experience to one year of education.

Licenses and Certifications:

State Registered Civil Engineer License (or the ability to obtain within 18 months of appointment)

California Licensed Professional Land Surveyor (desirable)

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced principles, practices and techniques of civil engineering.
- Project management and contract management methodologies.
- Statistics and advanced mathematics including algebra, analytic geometry, trigonometry, and calculus.
- Topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials.
- Federal and state regulatory agency policies, functions and procedures.
- Procedures necessary to secure state and federal funds for transportation-related projects.
- Common methods and equipment utilized in engineering construction and of inspection methods utilized in reviewing such work.
- The legal requirements concerning the design, construction and inspection methodology necessary for major construction projects.
- Real Property descriptions.
- Civil engineering design and drafting methods and equipment.
- Record keeping, report preparation, filing methods and records management techniques.
- Administration of staff and activities, either directly or through subordinate supervision.
- All computer applications and hardware related to performance of the essential functions of the job.
- Basic budgetary principles and practices.
- Methods and techniques of research, statistical analysis and report presentation.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

- Selecting and motivating staff and providing for their training and professional development.
- Communicating clearly and concisely, both orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Ability to:

- Prepare designs and make accurate drawings and maps.
- Establish and maintain effective working relationships with a variety of individuals, regulatory agencies, and the public.
- Write clearly and concisely in order to prepare technical reports, correspondence and maintain records.
- Inspect construction projects and assure compliance with plans and specifications.
- Read, understand and interpret complex technical and legal documents, maps, technical drawings and plans.
- Apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions.
- Speak effectively before public groups and respond to questions.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is frequently required to stand, and lift and/or move up to 20 pounds.
- While performing the essential functions of this job the employee is occasionally exposed to work in high precarious places.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.
- Incumbent is on-call twenty-four hours a day, seven days a week.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.