

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: DIRECTOR OF TRANSPORTATION
DEPARTMENT: TRANSPORTATION
REPORTS TO: BOARD OF SUPERVISORS

CLASS CODE: 2028
FLSA STATUS: E
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Appointed department director responsible for directing all staff and department functions, including long and short range planning, budget development, staff management and planning, and organizing and directing a program or comprehensive engineering projects, programs and services.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Manages department staff members which are responsible for performing various engineering and administrative functions, including, but not limited to: reviewing and approving designs, plans, specification, estimates and right-of-way matters; performing fiscal management functions; managing various road and bridge programs; and inspecting highways and airports to assure appropriate maintenance, operation and safety.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedural memos development, allocation of resources, problem resolution, and training of employees.

Plans long-range goals, plans, objectives, organizational structure, and overall direction for the department.

Plans and implements short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work; identifies needs and problems related to operations.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.

Performs the duties of Road Commissioner in accordance with the California Streets and Highways Code.

Directs the fiscal management of the department including the inventory of capital property, cost accounting and budget development and administration.

Serves as technical advisor to the Board of Supervisors and other boards in engineering and surveying matters.

Directs and approves the installation of traffic control devices and other safety measures on the County maintained road system.

Reviews and directs land development proposals including highway encroachment and transportation permits and provides recommendations to the Board of Supervisors and the Planning and Building Department.

Administers federal and state programs related to County transportation projects.

Supervises and approves work on construction, maintenance, repair, improvement, etc. of roads, bridges and airports.

Consults with County Counsel on legal aspects of engineering and surveying matters involving tort liability and litigation.

Represents the organization at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish good will and resolve/respond to issues.

Interprets, develops, communicates, updates and monitors ordinances, policies, procedures, and standards for the department and County; recommends improvement when necessary; and writes/revises same.

Produces complex management reports, manuals and/or flow charts on a regular basis containing information pertinent to program development and recommends program improvements.

Monitors current, newly adopted, and proposed legislation, rules and regulations and disseminates information to department officials and staff regarding same.

Serves as a member of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Secures funding from alternative sources for repairs and improvements to the transportation infrastructure.

Reviews and approves the purchase, lease or contract for services, equipment and supplies.

Reviews bids and advises the Board of Supervisors of contract provisions and agreements.

Inspects mining, grading and reclamation projects and ensures compliance with conditions of approval.

Directs and performs inspections of County highways related to violation of the County and State waste disposal regulations.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Performs special assignments as requested, to include researching and preparing reports and projects and developing and implementing programs.

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Prepares memorandums, letters and reports in final form from rough drafts and notes.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Scientific Calculator

Computer

Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Civil Engineering or related field; Master=s degree in Civil Engineering, Business Administration, or Public Administration is preferred; and,

Seven to ten years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver=s License

California Registered Civil Engineer

California Licensed Professional Land Surveyor (preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Theories, principles and practices of civil engineering and methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to roads, bridges and other public works.

Procedures and methods of maintenance of roads, bridges, airports and other public works.

Financial and legal requirements applicable to the work.

Management practices involving the technical, legal, financial and public relations involved in the operation of a county transportation department.

Applicable codes, laws, ordinances, regulations and legal forms and procedures.

Human Resources principles and practices.

Tort litigation.

Basic budgetary principles and practices.

Governmental financial operations.

Statistical and financial analysis and bid preparation, solicitation and evaluation.

Computer applications related to the work.

Record keeping, report preparation, filing methods and records management techniques.

Methods and techniques of research and report presentation.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Use of spreadsheet and word processing software.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to make presentations.

Ability to collect, interpret and evaluate data and identify and evaluate variables.

Ability to formulate policies and to plan, coordinate and initiate actions necessary to implement decisions.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is regularly required to ascend or descend ladders, stairs, ramps, and the like, using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking or standing on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job the employee is regularly required to use color, sound and shape perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or employee is exposed to outside atmospheric conditions and possible bodily injury from moving mechanical parts of equipment, tools, or machinery or from falling from high, exposed places.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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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.