

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>DEPUTY DIRECTOR OF TRANSPORTATION - MAINTENANCE SERVICES</b>	<b>CLASS CODE:</b>
<b>DEPARTMENT:</b>	<b>TRANSPORTATION</b>	<b>FLSA STATUS: E</b>
<b>REPORTS TO:</b>	<b>TRANSPORTATION DIRECTOR</b>	<b>DATE: 2/07</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: MANAGEMENT</b>

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**JOB SUMMARY:**

Under general direction, directs and supervises the operations, budget and staff of the Maintenance division; provides a variety of technical expertise. The work consists of complex and responsible managerial duties within a major County department.

**DISTINGUISHING CHARACTERISTICS:**

Deputy Director of Transportation – Maintenance Services is a full management classification responsible for the overall function of the Maintenance 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:**

Exercises direct and indirect supervision over supervisory and non-supervisory staff assigned to the Maintenance Division.

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

- Administers, directs and supervises the operations, 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 franchise agreements and service agreements.
- 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 and recommends operating budget for the division annually; 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.
- Plans, Organizes, directs and coordinates a functional grouping of the road services division within the Department of Transportation, including drainage facilities and vegetation, are maintained, repaired and constructed in a safe, professional and timely manner in order to preserve the infrastructure and provide effective, quality maintained and constructed roads for the traveling public. This Division is also responsible for vehicle and equipment procurement, maintenance and repair services for the department.
- Oversees the activities and operations of Road Services including planning for improvements, traffic control and encroachments, road maintenance, street landscaping, drainage maintenance.
- Assists in formulating long-range goals of the Department and in developing plans for accomplishing these goals; develops policies and procedures to carry out the plans which have been developed; and reviews and evaluates programs and anticipates future needs.
- Review and evaluation of land development projects for consistency with current road maintenance standards.
- Provides direction and supervision to subordinate staff in areas of financial and program management; and supervises and directs subordinate staff in areas of personnel management including selection, evaluation, promotion, assignment, disciplinary action, and training of employees.

- Coordinates the activities of the assigned divisions with those of other governmental agencies, the County, public utilities, contractors, and private organizations.
- Discusses and explains Department plans, programs and projects at public and community meetings, legislative and administrative hearings and related functions; and attends conferences and seminars to keep informed of new developments.
- Reviews and assists in the preparation of a variety of plans, reports and correspondence; and maintains Department records and documents.
- Consults with legal counsel concerning contracts and Department operations; monitors legislation on the state, federal and local level; and recommends changes required by new legislation.
- Acts as superior, in his/her absence, for temporary period of time.
- 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:**

Associate's degree or equivalent from an accredited two-year college or technical school in Construction Management or related field; and/or continuing education and training in management; and five or more years of full-time, extensive professional construction management experience, including at least two years in an administrative or supervisory capacity; or a 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 California Driver's License

Completion of a "Project Management for Transportation Professionals Certificate Program" such as endorsed by CALTRANS and presenting 144 instructional hours & 14.4 CEU's, within two years.

State Registered Civil Engineer License or Land Surveyor License (desirable).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- The planning, design, and construction of large-scale Transportation projects; the principles, practices and techniques of civil engineering; state and federal laws relative to the planning and development of Transportation projects.
- The principles and practices of personnel and fiscal administration, including the budgetary process, principles of supervision, staff development and training; the principles and practices of contract negotiation and administration; economic research and feasibility as it relates to Transportation projects.
- English syntax and grammar.

**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.
- Understand, interpret and communicate complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Ability to:**

- Plan, organize, and direct the work of subordinate staff.
- Establish and maintain effective working relationships with a variety of individuals.

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- 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 occasionally required to lift and/or move up to 20 pounds.

**Working Conditions:**

- Most 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 frequently exposed to outdoor weather conditions, work near moving mechanical parts, fumes or airborne particles, risk of electrical shock, work with explosives, and toxic or caustic chemicals.
- 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.