

THE COUNTY OF SHASTA

<https://shastacountycareers.com/>

INVITES APPLICATIONS FOR

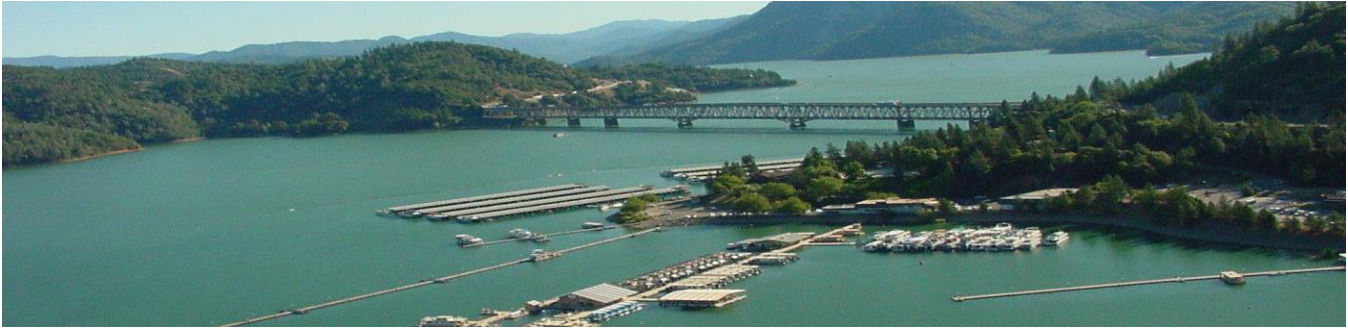
PUBLIC WORKS DIRECTOR



**\$12,903 - \$16,468 APPROXIMATE MONTHLY /
\$74.44 - \$95.01 APPROXIMATE HOURLY**

**FINAL FILING DATE –
JUNE 27, 2022 AT 8:00 AM**

ABOUT SHASTA COUNTY



Shasta County, located in the northern Sacramento Valley between the Cascade Mountains and the Trinity Alps, covers a large geographic area that includes rivers, lakes, and mountains. Redding offers all of the amenities of the big city while retaining a comfortable small-town atmosphere with a diversified culture, affordable housing, an excellent educational system, and it serves as the regional hub for government, retail, professional, and medical services. An eight-mile river trail, numerous community parks, a local museum alliance, and continuous community events contribute to the quality of life.

When it comes to outdoor recreation, Shasta County has it all. Pristine lakes, wild and scenic rivers, caverns and caves, waterfalls, spectacular mountain peaks, and hundreds of acres of State and National Parks and forests provide numerous areas for camping, hiking, boating, skiing, fishing, kayaking, mountain biking, wildlife viewing, and other outdoor opportunities. Shasta County, with its natural beauty, abundance of recreational opportunities, and excellent quality of life, is a great place to live, work, raise a family, and was named as one of the best places in the county to retire.



You **CAN** make a difference. With over 23 diverse departments, your perfect position is here. You have the opportunity to impact the future and improve the lives and wellbeing of Shasta County residents. Our more than 2,000 county employees serve and protect our residents and our community by providing excellent medical services, public health protection, behavioral health care, environmental protection, child and adult protective services, family reunification, assistance to those in need, access to a fair criminal justice system, emergency response to disasters, homelessness prevention and treatment, and scores of other services to promote a healthy, safe, and prosperous community.

Find more than just a job. You have the opportunity to work for an employer that supports and encourages your success. We are committed to training and creating opportunities to develop your talents. The County offers great benefits and recognizes that our employees are our greatest asset. Find your purpose. Make a real difference in your community. Find your career. Shasta County.



ABOUT THE DEPARTMENT

The Public Works Department is responsible for construction and maintenance of County roads and airports and for supervising several permanent road divisions that maintain private roads on behalf of the citizens in those districts. The department employs architects and engineers who prepare construction plans as well as supervise construction of these facilities. The department also acts as the County's surveyor and processes subdivision and survey maps. It administers the County's solid waste management functions. The department also manages the County water agency.

In addition, the Public Works Department oversees the operation and maintenance of several County service areas. These County service areas include both water and sewer districts along with road, lighting, and flood maintenance districts.

The Roads Department, part of the Public Works Department, is responsible for maintaining about 1,200 miles of County roadways. The budget unit for Roads is funded solely from federal and state sources.

The Facilities Management Division of Public Works provides for the maintenance, repair, and minor renovation of County buildings, parks and grounds. In addition, the division also provides maintenance, custodial, and landscape services, and often uses general assistance recipients and jail inmates to assist full-time County employees in providing these services.

Fleet Management is responsible for maintaining and repairing a fleet of more than 375 County vehicles. Additionally, Fleet Management works closely with the Purchasing Unit within the Department of Support Services on buying new and replacement vehicles for the fleet. The County has a vehicle replacement program designed to keep our fleet modern and in safe working condition.

ABOUT THE POSITION

Under administrative direction, to be responsible for the construction and maintenance of County roads and other public works property and facilities, engineering and surveying activities, County service areas, water agency, and to do related work as required. This position is an unclassified, at will position.

EXAMPLES OF DUTIES

Plans, organizes and directs, through subordinate supervisors, the County-wide programs for engineering, surveying, design, construction, and maintenance of roads, bridges, buildings, water/wastewater, and other public works facilities; coordinates engineering, surveying, and inspection activities; plans and supervises the department personnel program, involving the selection, training, promotion, and the evaluation of personnel; prepares department budget and controls budgetary expenditures; reviews and approves design, plans, specifications, estimates, and right-of-way matters for new road and bridge construction, water and flood control projects; reviews and approves subdivision plans; inspects work done on County public works projects; reviews bids and advises the Board of Supervisors of contract provisions; serves as technical advisor to the Chief Executive Officer and Board of Supervisors on engineering, surveying, County service areas, water agency and flood control matters; prepares written and oral reports on department activities; speaks before professional organizations and civic groups.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: The duties and responsibilities of county engineers, road commissioners and surveyors; engineering principles and practices as applied to the field of county public works, including planning, development, design, construction, cost estimating, and maintenance; principles of administration, including personnel, budgeting, training and department organization; technical, legal, financial and public relations considerations involved in the conduct of the County public works programs; federal, state, and local laws, rules and regulations relating to the construction and maintenance of public works facilities.

Ability to: Plan, organize, and direct the maintenance and construction, engineering, surveying, water and flood control activities of the County; interpret, explain, and apply applicable laws, rules, and regulations; serve as technical advisor to the Chief Executive Officer, Board of Supervisors, and the general public on engineering, surveying, water and flood control matters; develop, implement and enforce departmental operating procedures relating to personnel, training, budget, and organization, and coordinate department activities with those of other County departments; perform detailed and exacting civil engineering work; establish and maintain cooperative working relationships with subordinates, elected and appointed County officials, and the general public.

These employment standards are typically attained with at least three (3) years of supervisory or management experience in professional engineering work, involving the design and construction of roads, bridges, and buildings, and a variety of other public works facilities.

IDEAL CANDIDATE

The ideal candidate is a professional senior manager who is honest, , promotes transparency, and has excellent interpersonal and communication skills. The individual is familiar with the general provisions of Federal, State, and local laws, rules, and regulations relating to the operation of Public Works Divisions. The individual also possesses a minimum of five years' experience as a Department Head or Senior Manager within a Public Works Department or comparable department.

SPECIAL REQUIREMENTS

- Possession of a current, valid certificate of registration as a Professional Civil Engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of a current, valid license as a Professional Land Surveyor issued by the Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of an appropriate California driver license.

Any license, certification, or registration required for this position must be valid for practice in California and shall be maintained (i.e. active and in good standing) at all times during employment in the position.

SUPPLEMENTAL QUESTIONS

Responses to the following questions must be submitted with a completed application.

1. Please summarize your experience in rural road and bridge design, construction and maintenance including dates of employment.
2. Please select each area you have experience in:
 - Real property acquisition for road purposes
 - County Surveyor functions
 - Managing small water and/or sewer systems
 - Waste management including landfills
 - National Flood Insurance Program
 - None of the above
3. Please provide a detailed summary of your experience including dates of employment for each box checked in question #2. If none of the above apply, please type N/A.
4. Do you possess a current, valid certificate of registration as a Professional Civil Engineer and valid license as a Professional Land Surveyor issued by the Board for Professional Engineers, Land Surveyors, and Geologist? Yes/No
5. If yes to #4 above, please provide registration and/or license number. If no, type N/A.
6. Summarize your experience in the design, construction and maintenance of public buildings including dates of employment.
7. Describe your philosophy of leadership. Describe how you apply your leadership philosophy in the course of your duties.
8. Describe your level of involvement and responsibility in facilitating changes in the budget process, including analysis, development, and implementation. Include the reason(s) for the changes, i.e., legislation, efficiency, timelines, etc. Please include your specific role, the techniques or methods used to identify necessary changes, and how it was communicated to stakeholders.
9. What are the major challenges facing Public Works Departments in California in the next 3 years? How would you prepare and motivate your staff to continue to provide excellent services to the County despite these challenges?

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually moderate.

SALARY & BENEFITS

- **Salary:** \$12,903 - \$16,468 per month.
- **Holidays:** 12 days per year.
- **Vacation:** 10 days first 3 years; 15 days 4-9 years; 17 days 10-15 years; 20 days 16 years and thereafter.
- **Sick Leave:** 12 days per year with a generous pro rata payoff at termination after at least 5 years.
- **Administrative Leave:** 80 hours per calendar year.
- **Retirement:** CalPERS, coordinated with Social Security.
- **Insurance:** Medical and dental plan, with the County paying for most of the employee and a portion of the dependent cost; a vision plan, a fully paid life insurance policy and long-term disability plan.
- **Other:** Deferred Compensation plan and IRC Section 125 plan

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 8:00 a.m., on June 27, 2022. A Resume and/or Cover Letter will be accepted in

addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans' Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

Applicants are encouraged to file online at <https://www.governmentjobs.com/careers/shasta> or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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