

TEHAMA COUNTY PUBLIC WORKS DEPARTMENT
CAREER OPPORTUNITY

ASSISTANT DIRECTOR OF PUBLIC WORKS

SALARY: \$7,687/MO. – \$9,368/MO.



ABOUT THE POSITION

The Tehama County Department of Public Works is seeking a highly skilled professional to supplement our staff and manage the programs we administer.

This position assists the Director in the overall planning, assigning and directing of the department's divisions. Duties include providing leadership, giving direction, and supervising the activities of the various divisions. The incumbent should have extensive knowledge in technical, financial and public relations involved in the conduct of county public works programs. This work also includes assisting in the preparation and management of the budget, processing revenues and expenditures as well as preparing financial reports.

It is critical the incumbent have knowledge of engineering, transportation planning and traffic engineering principles and practices as applied to county public works; including planning, development, design, construction, cost estimating, plan review and specification preparation. The responsibilities of this position include overseeing land development functions; performing such duties as coordinating road, drainage and related improvements with developers; approving subdivision maps and records of survey and implementing Subdivision Map Act requirements. Planning, coordinating and supervising County road and bridge design, development, permitting, bid management, construction and billing activities, as well as overseeing project completion and closeout, are essential duties of this classification.

The successful candidate has the capability to lead the team of dedicated professionals in managing the large number of funding programs to ensure transparency and accountability to the public, the Board of Supervisors and various State and Federal agencies. The candidate will also have substantial experience in successful project management.

ABOUT THE DEPARTMENT

The mission of the Tehama County Public Works Department is to provide high quality services, products and protection of County infrastructure through design, construction and maintenance in an efficient, effective and safe manner for the people of Tehama County.

The department currently employs approximately 59 dedicated employees. Divisions within the department include: engineering, surveyor, flood control and water, sanitation, and road maintenance as well as the administrative division which includes personnel and finance. The department is undergoing a review of policies and procedures as well as enhancing its abilities to deliver projects.

The department currently has two major bridge projects, one has been awarded and the other scheduled for construction in the summer of 2020. There are two major road rehabilitation projects, one of which includes an interchange with Interstate 5 in Red Bluff. In addition, the department has a number of smaller safety projects planned throughout the County.

ABOUT THE COMMUNITY

Nestled in the northern Sacramento Valley, Tehama County lies approximately midway between Sacramento and the Oregon border. The County sits alongside the beautiful Sacramento River and is only 50 miles west of Lassen National Park. Tehama County is the central point of widespread recreation; with nearby camping, hunting, fishing, golfing, snow skiing, and boating resources as good as or better than anywhere in California. Tehama County is home to approximately 64,000 people. In our County's small town atmosphere, you can experience the feeling of knowing your neighbors. Additionally, the mean travel time to work is only 23 minutes and the cost of living in Tehama County is lower than many other places in California.

See other side for more information & how to apply!

EDUCATION & EXPERIENCE

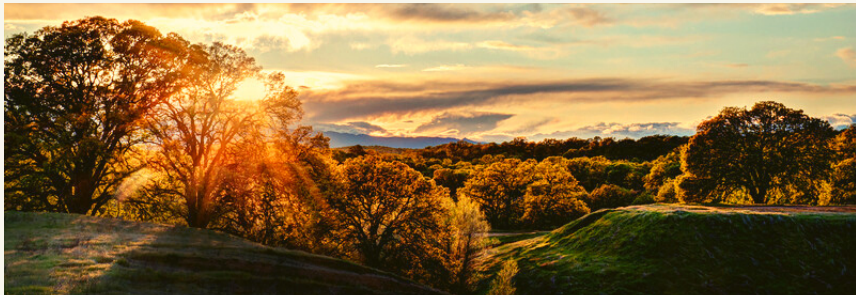
Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in Civil, Architectural, Mechanical, Structural Engineering, Public Administration, Business Administration, Environmental Engineer, Geologist, Hydrogeologist, Traffic Engineering, or Construction Management or other related field
- Six (6) or more years of progressively responsible experience with three (3) years of demonstrated management experience in an administrative or supervisory capacity in a public works or similar organization

Other combinations of education and experience may be considered.

LICENSE & SPECIAL REQUIREMENTS

- Requires a valid California driver's license
- Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers. *Registration may include, but is not limited to, one of the following: Civil Engineer, Structural Engineer, Geologist, Traffic Engineer, Land Surveyor, or Geotechnical Engineer*
- Certification as an Engineering Geologist or Hydrogeologist may be considered in lieu of Professional Engineer



BENEFITS

- Annual salary step increases upon satisfactory performance and completion of 2,080 hours (A-E Steps).
- Approximately 80% of the premium for a medical, dental, and vision plan is paid by the County. The current rate employee rate is \$181.63/mo. The plan covers the employee and all eligible family members.
- Approximately 80% of the premium for a \$30,000 life insurance plan for the employee is paid for by the County. Supplemental life insurance is also available.
- A retirement plan through CalPERS
- A deferred compensation retirement savings plan is available to employees with a contribution match of \$100/mo. from the County.
- 96 hours of paid vacation (increases upon continuous years of services) | 96 hours of paid sick leave | 13 paid holidays, plus one 8 hour personal holiday | 40 hours of management leave.
- An employee assistance program (EAP) is provided to all employees and employees' family members at no cost.

APPLICATION PROCEDURE

Closing Date: January 6, 2020

Candidates who have experience working on transportation projects with oversight by Caltrans are highly encouraged to apply.

For more information and to apply, scan the QR code to visit the Tehama County Career Opportunities Page!



Or visit: <http://jobs.tehama.us>

The department currently has one (1) vacancy.

In addition, Tehama County is establishing an eligibility list to fill future vacancies for an Assistant Director Public Works, as well as subsequent vacancies which occur during the life of the eligibility list.

For questions about this recruitment, contact Nichole Bethurem at 530-385-1462 x 3045 or at nbethurem@tepw.ca.gov