

DEPUTY DIRECTOR, ENGINEERING

DEFINITION

Under direction, plans, organizes, coordinates and directs the work of an Engineering Division or Development, Right of Way, and Environmental Division, and individual units as assigned of the Department of Transportation; supervises professional engineering, technical staff and consultants engaged in research, traffic analysis and computer modeling, preparation of plans, specifications, designs, estimates and construction inspection for a variety of capital improvement projects; serves as County Engineer.

DISTINGUISHING CHARACTERISTICS

This class has division level management responsibility for the overall administration of the assigned division(s) and unit(s) and associated functions of the department, including a variety of engineering, design, construction, surveying, inspection, contract management and inter-agency coordination activities. This class is distinguished from Director of Transportation in that the latter has overall administrative responsibility for all public works functions and programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and directs, through subordinate supervisors, the work of the assigned Engineering Division.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the assigned division.
- Develops and implements management systems, procedures and standards for program evaluation.
- Directs the preparation of a variety of studies and reports relating to current and long-range transportation planning and/or capital improvement needs for the assigned division and develops specific proposals to meet them; provides technical assistance to staff.
- Plans and directs project management activities for a variety of capital improvement projects, including the development of project scopes, CEQA documentation, right-of-way acquisition, preparation of plans, specifications and designs, estimates, contracts, schedules, inspections and project monitoring.
- Confers with engineers, contractors, developers and others to explain projects and resolve problems.
- Directs the preparation and administration of the division's budget and the annual capital improvement program.
- Directs the selection, supervision and work evaluation for division staff and provides for their training and professional development.
- Prepares or reviews reports for the Chief Administrative Officer, Board of Supervisors or commissions; works closely with the Board of Supervisors and other groups to explain or coordinate plans for proposed projects and to respond to their concerns.
- Coordinates the work of the assigned division with that of other divisions and departments.
- Acts as a liaison with other agencies, groups and committees to accomplish the work of the assigned Division; makes presentations to the Board of Supervisors.
- Monitors developments related to transportation engineering, evaluates their impact on County transportation and drainage facilities and operations and implements policy and procedure improvements.

- Ensures adherence to applicable codes, laws, regulations and guidelines relating to engineering activities.
- May act for the Director of Transportation, as assigned.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices including work planning, evaluation, training and discipline.
- Administrative principles and methods, including goal setting, program development and implementation.
- Principles and practices of civil engineering, design, construction and maintenance.
- Theories, principles, techniques and equipment used in construction.
- Theories, principles and practices of transportation planning.
- Principles and practices of land development.
- Legal guidelines for transportation planning, project development and engineering activities.
- Principles and practices of contract administration and project management and evaluation.
- Principles and practices of budget development and administration.
- Business computer applications related to the work.

Skill in:

- Managing and directing a large public works engineering program with a focus in transportation, drainage, and erosion control facilities.
- Planning, organizing, directing, and coordinating a variety of functional specialties with overlapping work areas.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Analyzing complex technical and administrative problems, evaluating alternative solutions and recommending or adopting effective courses of action.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Preparing clear and concise reports, correspondence and other written materials.
- Exercising sound independent judgment within general policy guidelines.
- Providing effective communication, orally and in writing, using technical language appropriate to the level of audience being addressed.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Education and Experience

Education:

Equivalent to graduation from a four year college or university with major coursework in civil engineering.

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Experience:

Either three (3) years of management experience in transportation planning and/or public works project

development, design and/or construction engineering, or six (6) years of supervisory experience in transportation planning and/or public works project development, design and/or construction engineering. Experience in a public agency setting is highly desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

Other Requirements:

Must possess a valid driver's license.

Must possess a valid California Registration as a Professional Civil Engineer or obtain licensure in California by comity (reciprocity) within the one-year probationary period.

The conditions herein 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 job functions.

Environmental:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, and occasionally in the field where they may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Physical:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with occasional field work which may require standing for long periods of time or extensive walking over uneven ground. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information.

HISTORY

JCN: 0291

Created: JUN 1990

Revised: May 2005

January 2008

August 2017