



Class Code: 1-0797
FLSA: Exempt
EEO: 01
Bargaining Unit: 01
Revised: 7/2025

PUBLIC WORKS DEPUTY DIRECTOR I

DEFINITION

Under general supervision, the incumbent supports the planning, organization, direction, and management of the Public Works Department's operations and services. Responsibilities include leading the Engineering and Capital Project Management Division, overseeing daily engineering activities for capital projects, managing contracts, and ensuring compliance with applicable regulations. The incumbent also undertakes special assignments as directed by the Public Works Director and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification that assists with the overall management and supervision of the Department of Public Works. The incumbent directly manages delegated functions or divisions within the department.

This classification is distinguished from Deputy Public Works Director II in that incumbents are not licensed Civil Engineers. If incumbents become licensed Civil Engineers, they will be eligible for promotion to the Deputy Public Works Director II classification.

The incumbent in this management position serves at the pleasure of the appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works or other management staff, depending on areas of work assignments. Exercises direct supervision of professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Assists with planning, organizing, directing and managing the functions and activities of the Department of Public Works.
- Hires, supervises, trains, and evaluates assigned staff; oversees and coordinates department personnel activities.
- Assists with the development and implementation of department goals, objectives, and priorities.
- Assist with and administer budgets for delegated functions.
- Develops and submits grant applications for various projects and manages the administration of awarded grants.
- Works with the Public Works Director in formulating department procedures and policies

- Assist with long range plans and capital improvement requirements for assigned areas of management responsibility and carry out approved plans.
- Oversee the preparation of capital project development documents for a variety of public works facilities, such as roads, bridges, drainage, and other related public facilities.
- Prepares requests for proposals and/or qualifications for engineering, construction management, and related public works professional services; prepares and negotiates contracts.
- Evaluate proposals for contract engineering work.
- Oversee professional engineering studies and consultant work, including preparation of plans and project specifications.
- Coordinate field inspections of projects and facilities.
- Ensures project compliance with engineering standards.
- Monitors current legislation related to areas of responsibility and develops reports of impacts on areas of assigned responsibility.
- Prepare new County ordinances or amendments to existing County ordinances.
- Develop comprehensive reports and presents findings to the Board of Supervisors and the public.
- Performs special assignments for the Public Works Director
- May serve as a liaison for the Department of Public Works with a variety of regional and local boards, commissions, other County departments, other government organizations, as delegated.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of civil engineering as applied to the design, construction, and maintenance of public works facilities.
- Design and construction of roads, bridges, or airport projects.
- Pertinent state, federal and local laws, regulations, and ordinances related to the functions and operations of the Department of Public Works.
- Grant development and administration.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Budget development and control.
- Principles of project planning, development, coordination, and direction.
- Principles of management, supervision, training, and work evaluation.

Ability to:

- Assist with planning, organizing, managing, and coordinating the functions and services of the Department of Public Works.
- Provide supervision, training, and timely work evaluations for assigned staff.
- Develop and administer budgets.
- Direct and oversee a wide scope of complex professional engineering and construction surveying work.
- Direct and manage the development and administration of grants.
- Perform special assignments for a variety of County boards and commissions.
- Direct the preparation and prepare clear, concise reports.
- Operate a computer and use appropriate software in the performance of public works

administration responsibilities.

- Make effective oral and written presentations.
- Effectively represent the Department of Public Works with the public, community organizations, boards, commissions and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Education and Experience:

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in civil engineering, construction administration, or a closely related discipline.

AND

Two (2) years of full-time increasingly responsible experience in planning, development, construction, operations, and/or maintenance of public works facilities; and at least one (1) year in a management or supervisory position.

Advanced education in civil engineering, public administration, or related disciplines is preferred.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field. As such, incumbents may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical conditions. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Positions in this class may require local and statewide travel as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.