

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSOCIATE PUBLIC WORKS DIRECTOR
CLASS CODE: 1115
EFFECTIVE DATE: Amended 08/09/2007 (Revised 06/05/2007 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Under the general direction of the Public Works Director, supervises activities of various divisions of the Public Works Department.

CLASS CHARACTERISTICS

This is an Assistant Department Head classification level responsible for information systems and the broad administration of multiple divisions.

ESSENTIAL FUNCTIONS

Establishes employee and contractor performance standards for divisions of the Public Works Department.
Approves employee hiring, termination, promotion, disciplinary actions, performance evaluation, personnel training, and delegation of work assignments.
Approves time cards, payroll, vacation time, sick time, and other leave.
Supervises all administrative services of the department.
Assists in maintaining department financial accountability including budget preparation and facilitating capital improvements budgeting and administration.
Assists in administration of surveys and monumentation filing laws.
Responds to public and building tenant's requests and complaints.
Develops and implements policy and procedures manuals.
Ensures compliance with County personnel rules as well as State and Federal regulations governing personnel management.
Conducts investigations of employee misconduct and meets with Personnel to resolve disputes and conflicts and to make recommendations for final disposition.
Participates in various committees and assists in public relations activities.
Ensures accurate and timely publication of surveying and mapping products used by the County and the public.
Reviews proposed annexations and incorporations for compliance with applicable statutes
Manages department use of information and technical systems including evaluation, purchasing decisions, acquisition, implementation, user training, and maintenance coordination.
Administers grant programs and contracts and ensures compliance with applicable requirements.
Performs financial analysis and prepares detailed reports as required.
Writes various reports and prepares requests for proposals, bids, specification, and contracts.
Coordinates County negotiations and planning for major construction and remodeling efforts.
Oversees the construction and maintenance of all County facilities.
Acts as Public Works Director in the Director's absence.
Serves as the Public Works representative to the "Risk Management" and "Worker's Compensation" Committees.
Acts as Safety Officer for Public Works.

ASSOCIATE PUBLIC WORKS DIRECTOR

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of public administration, personnel management, and budgetary procedures; Skill in advanced technical writing; Ability to communicate effectively verbally and in writing; Ability to make oral presentations; Knowledge of the theory, operation, and applications of geographic information systems and the Global Positioning System; Skill in advanced computer programming; Knowledge of information systems analysis, design, development, implementation, and operation; Knowledge of advanced mathematics and statistics; Knowledge of surveying and engineering principles; Skill in sophisticated analytical techniques; Knowledge of statutory and case law related to assigned duties; and Knowledge of various technical fields including, but not limited to, building management, preventive maintenance, construction management, telecommunications, fleet management, and natural disaster mitigation.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 40 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools that require a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between colors; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room and in a partially environmentally controlled room; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury from working in the roadway.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelors Degree in Information Systems, Geography, Public Management, or a related field; equivalent to advanced level course work in cartography, photogrammetry, surveying, and information systems; and eight (8) years work experience in Public Works Administration including four (4) years of supervisory experience in that capacity.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.