



COUNTY OF NYE

CLASS TITLE: ASSISTANT DIRECTOR PUBLIC WORKS

BASIC FUNCTION:

Under the general direction of the Public Works Director, the Assistant Director is responsible for organizing, directing and coordinating activities of the divisions of the Public Works Department including Road Maintenance, Solid Waste Treatment and Airport Management.

Work requires management related to Public Works project development and construction. Reviews development plans, specifications, and detailed drawings. Performs research and submits reports and recommendations to Director.

Direct supervision, and direction is given through division heads to department professional, technical and clerical staff. Manages and provides primary project oversight and direction. Serves as Quality Control and Construction Manager for County on construction projects. Work is subject to the general direction of the Public Works Director and includes participation in formulation of County policy in engineering (Personnel, Budgeting, Project Management, Meetings) and related tasks.

REPRESENTATIVE DUTIES: *(Performance of these functions/duties is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties.)*

1. Assume management responsibility for all services and activities of Public Works in the absence of the Public Works Director. Supervises and participates in a variety of sub-professional engineering work, including the preparation of plans, contracts, traffic related issues, review developments/subdivision plans and projects specifications; directs and/or coordinates project inspections.
2. Directs and supervises all department functions through staff of professional, technical and clerical subordinates. Reviews and evaluates individual performance and accomplishments of subordinates. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; work with employees to correct deficiencies; implements discipline and termination procedures.
3. Participates in the development of long-range plans and programs with other County and governmental agencies. Plans and designs roads, bridges and drainage facilities; reviews and inspects subdivision/site developments and improvements.
4. Administers the engineering for designs and specifications, and the securing of bids and assignment of contracts for major projects.
5. Supervises and conducts field inspections of contracted construction work.
6. Prepares memoranda and conducts correspondence relative to activities of the

department.

7. Responds to and resolves difficult and sensitive public inquiries and complaints.
8. Attends Board of Commissioner meetings, Planning Commission meetings and other meetings with various civic and governmental agencies/officials as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable (extensive) knowledge of engineering practices including planning and development, design and construction, operation and maintenance. Thorough knowledge of related laws, ordinance, rules and regulations controlling engineering and public works activities in the area; techniques for project management, reviewing designs, plans, specifications, estimates, reports, and recommendations; recent developments in engineering and construction; sources of information in the field of public works related engineering practices.

Considerable knowledge of the methods and techniques of supervision. Ability to assist in the development and enforcement of department policies. Ability to initiate, coordinate and direct large-scale engineering programs of difficult nature; express oneself clearly and concisely, orally and in writing; plan, coordinate and direct work of other professional, technical, contractors, inspectors, clerical and other personnel in varied office and field operations; promote, establish and maintain harmonious relationships with subordinates, other department heads and supervisors, other governmental jurisdictions and with the general public.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from an accredited college or university with a Bachelor of Engineering Degree and administrating major department/division including supervisory experience and or on the job experience.

LICENSES:

Valid Nevada Driver's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Direct supervision and direction of department staff through division heads.

CONTACTS:

Public Works Director, department heads, project leads, co-workers, other department personnel, vendors, outside agencies and the public.

PHYSICAL EFFORT:

The physical demands described herein include normal office environment and extensive outdoor field operations involvement.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel,

crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Normal office environment and extensive outdoor field operations subject to various elements including noise, dust, chemicals and fumes and various weather conditions.