

Code: 2348

Title: PUBLIC WORKS DIVISION MANAGER

SUMMARY: Manages and directs a major division, or divisions, within a Public Works Department. It is distinguished from the classification of Civil Engineering Manager, which is responsible for the direction of a major engineering function or project. It is also distinguished from the classification of Deputy Director, which is responsible for multiple divisions of the department, and may perform statutory requirements of the County Engineer in the absence of the Director.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, directs and manages the activities of a major division, or divisions, within a Public Works Department;

Plans, schedules, assigns and coordinates work in accordance with project schedules to meet department deadlines;

Manages Environmental Permitting, monitoring, policy and compliance activities, the work of professionals and support staff and serves as principal advisor for the assigned division;

Coordinates division activities internally within the department and externally with other departments and outside agencies;

Advises department management on capital improvement projects and trends in subdivision/development plans and develops long-range capital improvement plans and strategy to meet department goals for time and quality of review;

Directs the installation and maintenance of traffic control devices for the County road system, including signs, pavement marking, signals and control device placement;

Manages, approves and coordinates sanitary sewer improvement plans, sanitary sewer permitting and construction approval process into the Pima County System;

Supervises the preparation of plans for the construction of highways, bridges and flood control projects;

Plans, schedules and manages the construction management of all capital improvement projects;

Supervises the preparation and review of concept design reports and coordinates Federal and State flood control, flood plain management and transportation programs;

Supervises the review of proposed development and subdivisions and general land use plans for conformance to regulations and policies;

Plans, organizes, directs and reviews the work of staff engineers for Tentative Plat, Final Plat, Paving and Grading plans and Hydrology Reports;

Effectively recommends the selection of division personnel and supervises, evaluates and provides for training of division staff;

Participates in the development of departmental policies and procedures;

Prepares the division budget and participates in the development of the departmental budget;

Responds to the more difficult public complaints in area of responsibility;

Plans, organizes, directs, and reviews the work of engineering groups in the design and construction of all types of public works projects such as streets, storm drains, sewers, buildings, grading projects, and related structures and improvements;

Coordinates planning and design standards with other Public Works departments, Transportation, Wastewater Management, Environmental Quality and outside governmental agencies;

Maintains records and prepares and reviews correspondence, reports, and studies;

Participates in the administration, direction, and coordination of the functions of field surveying, mapping, contract development, office engineering, and the maintenance of records and manages Professional Engineers contracts for on-call consultant needs;

Coordinates field engineering with County construction forces and contractors;
Establishes design criteria and makes decisions on design features;
Confers with unit supervisors on progress of work and finished projects;
Prepares and reviews invitations to bid and analyzes bids;
Supervises and reviews staff work for Planning and Zoning Commission staff report, Design Review Committee and other committees as needed;
Reviews plans and specifications prepared under contract and administers construction contracts;
Coordinates work with street construction units;
Represents the department at meetings with County personnel and/or outside agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods, materials, techniques and current developments used in the engineering and planning aspects of the division's area of responsibility;
- administrative functions such as budget preparation and control, personnel management, and contract administration;
- principles and practices of civil, structural and hydraulic engineering as applied to the preparation of plans, designs, estimates and reports of public works engineering;
- field engineering including surveying, inspection and construction practices;
- public works construction and maintenance methods, materials, and equipment;
- State and local codes and ordinances relative to civil engineering, construction and environmental quality;
- principles and practices of County Zoning laws and land development codes and procedures;
- principles and practices of effective management.

Skill in:

- application of modern engineering, planning, and administrative methods and techniques to operational problems in the area of specialization;
- applying relevant Federal, State and local laws, standards and regulations;
- analyzing, developing, and implementing improvements;
- preparing technical reports and evaluations of operational problems;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with others;
- analyzing plans and designing various improvements and structures such as streets, storm drains, sewers, reinforced concrete structures and buildings;
- preparing comprehensive technical reports and evaluations of engineering problems;
- work load forecasting for land development activities and estimating impact of development on existing infrastructure;
- planning, scheduling and directing the work of professional and support personnel.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil engineering, hydrology, public administration, transportation planning, a physical science or a related field and seven years of professional experience, including three years supervising activities in the area of specialization.

(A Master's Degree from an accredited college or university in one of the above cited disciplines may substitute for one year of the aforementioned general experience.)

OR:

(2) One year of experience with Pima County as a Civil Engineering Manager, Transportation and Flood Control Engineering Projects Manager or Capital Improvement Program (CIP) Manager.

OR:

(3) Two years of experience with Pima County as an Architectural Manager.

OR:

(4) Four years of experience with Pima County as a Construction Contracts Manager and three years of supervisory experience (the supervisory experience may be concurrent with the required general experience) or Chief Zoning Inspector.

OR:

(5) Five years of experience with Pima County as a Civil Engineer and three years of supervisory experience (the supervisory experience may be concurrent with the required general experience).

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer and/or Professional Architect may be required at the time of appointment for some positions, in which case State of Arizona registration is required within six months from the time of appointment. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required registration/licensures shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 3/30/05(lg)
Updated 2/7/14(tb)