



CLASS SPECIFICATION FOR:

Assistant Construction Division Director

General Statement of Duties:

Manages, coordinates and monitors the Department of Public Works' inspection program for construction projects to ensure the completion of projects and related inspections and testing in compliance with all contract specifications and applicable local, state and federal laws; performs inspection and testing duties as needed; does related work as required.

Distinguishing Features of Class:

This is a single position job classification. Incumbent is responsible for reviewing, evaluating and approving construction plans for constructability, accuracy, completeness, cost effectiveness and compliance with specifications, standards, County policies/procedures, proper construction techniques and acceptable engineering practices; oversight of the Department's staff responsible for inspecting approved construction projects; oversight of the Department's testing lab and staff responsible for testing and evaluating soils and materials used in the construction of County infrastructure. Provides policy direction and technical assistance on construction project issues for County agencies, the County Board, residents, developers, contractors and other stakeholders involved in the projects. Requires the ability to monitor and inspect complex projects of varying size, scope and impact and to negotiate solutions to issues that arise where the parties involved may have significantly different interests. Work is performed under the general supervision of the Construction Division Director.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Assists with managing the construction division's operations and staff and assigned projects and programs;
- Reviews and evaluates construction plans, makes comments and recommendations as needed;
- Review plans, permits and contract documents for constructability, accuracy, completeness, cost effectiveness and compliance with specifications, standards, County policies / procedures, proper construction techniques and acceptable engineering practices;
- Monitors and inspects all phases of construction in the public right-of-way on DPW road, bridge, drainage and maintenance projects, subdivisions, plan of developments and permits to ensure compliance with contract documents, plans, specifications, standards, County policies and procedures;
- Oversees and coordinates the work of a diverse group of professional and paraprofessional engineering and construction coordinators and inspection staff;
- Oversees the County's testing lab and staff responsible for testing and evaluating soils, stone, asphalt, concrete and other materials used in the construction of County infrastructure;
- Evaluates construction materials, analyzes pavement designs and determines required adjustments to pavement structures based on material tests;
- Provides policy direction and technical assistance on construction projects and related issues for County agencies, the County Board, residents, developers, contractors and other stakeholders involved in land-disturbing activities;
- Engages in a wide variety of interactions and meetings with the public, regulatory agencies, developers, contractors, engineers and other stakeholders regarding project related concerns and activities;
- Identifies and negotiates appropriate and cost-effective resolutions of complex construction issues with developers, contractors and other stakeholders;
- Maintains current knowledge of industry best practices, methods, techniques, equipment, etc.;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and serves as liaison between the community and the County as assigned;
- Leads or handles special projects as assigned from conception to completion;
- Assists with developing budget projections for approval and managing Division operations within approved budget;
- Serves as Construction Division Director during absences and as requested;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive technical knowledge of the heavy construction methods and techniques of roads, drainage and other projects; thorough knowledge drainage, storm water management, and erosion control principles and practices, as



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Required Knowledge, Skills and Abilities continued:

applied to the construction of roads and other County infrastructure projects; extensive knowledge of common methods and equipment used in engineering, construction and of inspection methods used in reviewing such work; thorough knowledge of the principles and practices, including related complex calculations and formulas, of civil engineering; comprehensive knowledge of heavy construction as related to civil engineering and the safety of the traveling public; ability to review complex construction documents, designs and proposals for costs, design requirements and compatibility (compliance) with County standards, guides and applicable state and federal requirements; project management skills with the ability to plan projects, prepare related designs, estimates and specifications, perform difficult computations, including engineering computations, and to make comprehensive recommendations on design and construction problems; thorough knowledge of soils, concrete, asphalt, and stone and their various uses in heavy construction as required by the county standards and specifications; ability to multitask and effectively manage competing priorities and make sound decisions; sound judgment with critical thinking and problem solving skills with the ability to cost effectively and appropriately resolve complex issues and ensure ongoing compliance with applicable local, state and federal laws; ability to accurately and consistently interpret and apply complex laws, regulations and policies; ability to lead, manage and partner effectively; excellent negotiation skills; knowledge of the principles and practices of contract procurement and management; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing to diverse audiences of stakeholders including but not limited to County Officials, County employees at all levels, engineers, developers, contractors, landowners, regulatory agencies' personnel, and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; good supervisory skills including the ability to effectively manage workloads and projects and to foster and maintain high morale and engagement; accounting or other financial skills with sufficient ability to assist with the development of budgets and manage expenditures in accordance with County Finance policies and within an approved budget; good knowledge of personal computers and /or automated systems with the ability to enter, maintain, retrieve, analyze and report technical data clearly and concisely and to use common office software and department specific software and systems to accurately compile and maintain Division specific data and provide detailed reports; physical condition that permits activities including but not limited to walking long distances, climbing, bending, driving and working under adverse temperatures and/or weather conditions as needed to perform assigned duties and access diverse environmental locations Countywide; personal accountability including teamwork and establishing and maintaining positive relationships with a diverse community of internal and external stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County at the local, state and federal levels. Requires ability to work a flexible schedule with the ability to travel as assigned.

Minimum Education and Experience:

Education: Four (4) year degree in relevant field; may prefer an engineering degree from a college or university accredited by the Accreditation Board of Engineering and Technologies;

Experience: Four (4) years of relevant road, drainage and/or bridge construction management experience, preferably with a local or state agency; and including one (1) year of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.