

SIERRA COUNTY
Job Classification

Class Title: Director of Transportation

Status: At Will and Exempt

THE POSITION:

A County Department Manager position with responsibility for policy development, program and project planning, fiscal management, administration, and development and implementation of department programs and support services related to various public works operations, transportation services, road construction and maintenance, snow removal, equipment maintenance and repair, and related County functions and shall serve the responsibilities of the County Road Commissioner. This position shall supervise department staff, manage a large number of technical, construction, and service contracts; prepare and administer departmental budgets, and perform a broad range of complex professional work. This position shall also serve as the responsible department manager for the following additional County functions:

- Director of County Plant Maintenance and General Services for the County (excluding exceptions for custodial services within specific County buildings in Loyalton).
- County Airport Manager (Sierraville-Dearwater Field).
- County Solid Waste Operations Director.
- County General Manager of the County Service Area 5, Zone 5A Public Water System (Sierra Brooks).
- Executive Director of the Sierra County Transportation Commission.
- County Parks and Recreation Director for the physical maintenance, repair, and construction of County Park and Recreation facilities and sites.
- Administrative Director of the services provided under contract for County Surveyor/County Engineer.
- County General Manager of the County Flood Control and Water Conservation District.

This position shall provide administrative and program support to the Board of Supervisors and serve at-will under the direction of the Board of Supervisors.

POSITION NARRATIVE:

Under general direction by the Board of Supervisors, the position plans, organizes directs and coordinates the Road and Public Works functions of the County provided by office staff and field crews located at maintenance facilities in various geographic regions of the County; providing specific responsibility for the administration of a multi-departmental agency (includes

but is not limited to transportation and roads, equipment maintenance, transit services, solid waste disposal, airport management and maintenance, water system maintenance and operation, parks maintenance, and general maintenance and custodial services for County buildings and facilities); implements laws, ordinances, and regulations; implements requirements outlined State law and in the California Administrative Code; provides expert professional assistance and advice on current and advanced transportation, road, and public works activities, care and protection of County roads and bridges, maintenance of County equipment involved in road maintenance and snow removal functions, maintains the County Airport including its permitting, maintenance, and improvement; administers a wide variety of technical, construction, and professional service contracts and special grants; prepares, administers, and maintains separate department budgets for the Road Department and all County functions outlined in the position “narrative”; supervises subordinate staff; provides consultation, prepares reports, performs a variety of the more difficult, complex, and specialized assignments in the preparation and distribution of reports to County Staff, other relevant advisory committees and governmental agencies, and the Board of Supervisors; represents the County before groups and organizations explaining projects, ordinances, regulations, resolutions and County policies to the public; and will be responsible for undertaking special assignments and/or other duties as may be assigned by the Board of Supervisors from time to time.

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver License.
- Maintain membership and actively participate in the California County Engineer’s Association, RCRC Environmental Services JPA (waste disposal), Rural Counties Task Force, California Special Districts Association, and other regional associations and agencies that promote education and professional growth.
- Completion of training as may be required to maintain status as a “Disaster Services Worker” under State law to implement County emergency services as directed by the Board of Supervisors in the event of a local, State, or Federal proclamation of emergency or designated disaster.
- Completion of annual continuing education to maintain “qualified status” and successful completion of any required annual and continuing education to maintain “special requirements” required of the position.

EDUCATION AND EXPERIENCE:

- Eight (8) years of progressively responsible experience in a public works, road maintenance, construction, or general engineering company or agency or closely related field or profession with at least three (3) years in the capacity of Director or Deputy Director of the agency and demonstrating discharge of supervisory and administrative experience and responsibility over the department(s).

- Equivalent to an Associate of Arts Degree, Bachelor of Arts Degree, or Bachelor of Sciences Degree from an accredited university or college and continuing education or increasingly responsible work experience with major emphasis in public administration, construction, civil engineering, or professional engineering-related experience in the planning, development, construction, and maintenance of Public Works facilities.

DESIRABLE KNOWLEDGE:

- Research and statistical methods including Geographic Information Systems.
- Operate with proficiency, a personal computer and related software.
- Make effective written and oral presentations, including conducting public meetings.
- Budget development, tracking, and administration.
- Personnel regulations including but not limited to hiring, discipline, discharge, performance evaluation, and building good working relationships in an office environment.
- ADA compliance related to public projects and public roads, bridges, parks, and property.
- Administration of encroachment permits, transportation permits, facilities use permits, and other entitlements authorized by the County Code.
- Legal property description, methods, and procedures.
- Reviewing and interpreting facility improvement plans and conducting inspections.

EXAMPLES OF ESSENTIAL DUTIES:

- Working knowledge of government administration including procedures, principles, methods, and practices applied to the design, construction, and maintenance of County roads, bridges, and buildings.
- Familiarity with laws and regulations governing the financing and administration of public works projects including administering agreements for design, engineering, special inspections, title and right of way work, and environmental clearance as well as construction contracts and projects whether through a public bidding process or by force account.
- Oversee development and professional growth of Departmental staff by providing ongoing training and continuing education, and maintain a safe, productive, and professional work environment in the office environment and within satellite road shops within the County. Conduct routine employee evaluations and maintain a high degree of professional conduct.
- Possessing a good understanding of the laws, regulations, and policies governing Personnel as these programs apply to the daily operation of the Department.
- Possess a working understanding of the principles of waste disposal and related programs including administration of State permits, maintaining records, maintaining transfer stations, conducting required inspections to address recycling, hazardous waste

management, and characterization of critical forms of waste being accepted and to administer waste disposal contracts approved by the Board of Supervisors.

- Prepare, manage and administer separate departmental budgets. Direct the forecast of additional funding or staffing, equipment, materials. Direct the monitoring and approval of expenditures for active projects. Maintain current accounts and fund balances, including fees collected and maintain the unique restrictions governing use of Highway Users Taxes and the County Road Fund.
- Coordinate Department activities. Prepare and present staff reports and advice to the Board of Supervisors and provide research, analysis, technical assistance, advice, and counsel to other County Commissions, County Departments, and advisory committees on subjects related to County Roads and Transportation.
- Direct the preparation and review of studies and reports and confer with property owners, project proponents, public agencies, community groups, and others to further the implementation of the goals of the Department.
- Maintain independent records of the County Transportation Commission as an independent public agency as organized under the Transportation Development Act and recognizing the limitations of funding available to finance the work of the Local Transportation Commission and the provision of transit services.
- Oversee the professional development of staff. Provide adequate and ongoing professional training. Maintain a safe, productive, and professional work environment. Evaluate and motivate employees and maintain a high degree of professional expectations.
- Confer with architects, contractors, engineers, materials suppliers, and the general public to assure that policies, programs, services, and procedures of the Department are known and continuously monitor and evaluate their efficiency and effectiveness to identify opportunities for Department improvement.
- Represent the County Department of Transportation and related functions with the public, community organizations, special groups, and other governmental agencies.
- Work with and cooperate with Local, State, and Federal Agencies and non-profit organizations in the administration of the Department including but not limited to other adjacent counties, County Departments, California Department of Transportation, US Forest Service, Bureau of Land Management, Federal Energy Regulatory Commission, Cal Fire, Department of Fish and Wildlife, Regional Water Quality Control Board, Department of Water Resources, Department of Parks and Recreation to name only a few.
- Knowledge of processes and regulatory framework for seeking restoration and recovery of public facility damages caused by any natural disaster and seeking reimbursement from State OES and FEMA as well as available grants and programs.
- Annually complete continuing education in Road and Public Works Department operations and related fields to assure that proficiency in programs, laws, and policies are current.
- Perform other duties as assigned by the Board of Supervisors.

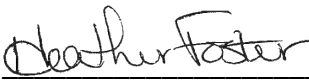
TYPICAL PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Mobility to work in a standard, temperature controlled, office environment-sitting for extended periods of time and frequently standing or walking. Working outdoors is common conducting site inspections and meeting with departmental staff. Continuous contact with the public and other agencies is common as well as conducting off-site meetings, public workshops, and presentations to the Board of Supervisors. Operation of a motor vehicle is very common. Hearing and speech to communicate clearly in person, by telephone, or by virtual means. Strength to lift and maneuver with materials and equipment weighing up to 90 pounds. Use of standard office equipment including but not limited to phones, radios, typewriters, tape recording, GPS devices, computers, printers, scanners, plotters, calculators, fax machines, scales, tape measures, cell phones, scales, levels and slope delineators, and testing equipment. Possess normal manual dexterity and eye-hand coordination to use standard office equipment and supplies; hearing and speech to communicate in person, by phone, and in writing; vision to read handwritten and printed materials and a computer screen; comfortable with verbal communications; work extended hours, work off-site, attend meetings, travel out-of-County and out of State as may be required; routinely engage the public and staff members.


BUDGETS AND POSITIONS DIRECTLY SUPERVISED: *

- The County Director of Transportation shall manage and administer separate County budgets including the Road Department, STIP Projects, Local Transportation Commission, Aviation, Solid Waste Disposal, County Surveyor/Engineer, Plant Maintenance, County Service Area 5, Zone 5A Water System, Parks and Recreation, and County Flood Control District. From time to time, additional County budgets may be necessary to be developed and managed for grants, special projects, and other services that may require an independent and separate County budget.
- The County Director of Transportation shall supervise and manage approved, budgeted positions within each of the required County budgets-office staff, field crews, part-time positions, and emergency positions.
- Temporary or part-time positions or contracts in place for grants, special projects, special inspections, various labor needs such as brush crew and litter control or waste disposal services.

* Individual budgets are prepared and maintained by the Director of Transportation for all budgets necessary to serve the County Departments and/or functions outlined under the supervision of the County Director of Transportation as outlined within the narrative entitled "THE POSITION" included herein. Budgets are not combined for purposes of budget autonomy so that administration and control is exercised according to function, funding source, and the separation of the duties of staff assigned to each budget does not get confused or omitted accordingly. Individual grants and special projects, may from time to time, be cause for adoption of an individual grant budget or special project budget so that baseline departmental budgets are easy to track.

Approved by Board of Supervisor:  4/4/2023
Clerk of the Board Date

Reviewed by: Judi Behlke Apr 5, 2023
Assistant Personnel Director Date

Received and filed by:  Apr 5, 2023
County Clerk Date









Transportation Director Job Description

Final Audit Report

2023-04-05

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