



THE COUNTY OF SUTTER

Invites Applications for

DEPUTY DIRECTOR PUBLIC WORKS

\$8,308 - \$10,118/Monthly

FINAL FILING DATE:

January 14, 2019

THE POSITION: Under general direction of the Assistant Director and/or Director of Development Services, assists in planning, organizing, directing and performing activities associated with the Department's Road Crew personnel and Engineering personnel. Oversees the administration and coordination of special districts or agencies, represents the County at regional, state, and federal technical meetings and performs other work as required. **Management Unit** receives 13 days of paid Administrative Leave per year in addition to the other paid time off indicated on the second page of this flier. Any of unused Administrative Leave may be converted as taxable compensation or may be converted to a deferred compensation plan. This position also receives county-paid term life insurance of \$150,000. ***The eligible list established from this recruitment may be used to fill any future Full-time, Part-time or Extra-Help/Temporary opening(s) in this classification for up to nine months.***

JOB DUTIES: Oversees and participates in the management of various programs and activities involving Sutter County, including water/groundwater management, local and regional drainage, flood control, bridge replacements, road maintenance, right-of-way encroachments, and facility building improvements/renovations; defines problem areas, develops recommendations and directs the implementation of policy decisions; collaborates with the general public, engineers, and other governmental and private agencies providing technical information pertaining to County requirements; conducts special studies to determine future County needs for Capital projects; oversees the preparation of plans and specifications for various Capital projects; receives, processes, and responds to complaints regarding Public Works operations; represents the County, and/or acts as a liaison regarding Public Works matters with various local, regional, state, and federal agencies, districts, and lobbyists, etc.; assists in preparing annual Public Works budget within the Development Services Department; prepares various items for presentation at Board of Supervisors meetings, including resolutions, contracts/agreements, and other legal documents; supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; may act on behalf of the Director in establishing and maintaining liaison with representatives of federal, state and local agencies; facilitates coordination of interagency and interdepartmental programs.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Transportation, Building and drainage programs including planning, development, construction, maintenance, and cost engineering; methods, materials and equipment used in road, bridge and building construction; knowledge of the function, implementation and management of improvement districts; federal, state and local design and construction standards for Public Works. General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate and direct county engineering programs; principles of supervision and training.

Ability to: Assist in the planning, organizing, directing and performing of Engineering activities; interpret and apply various federal, state, and local statutes, ordinances and codes which pertain to transportation, building improvements and water resource activities to ensure that activities are carried out in accordance with law; maintain consistence with program objective and standards; define problem areas, develop recommendations and direct the implementation of policy decisions; oversee the implementation and administration of special districts; plan, direct and supervise the work of others; analyze problems and work out effective solutions; establish and maintain cooperative working relationships with those contacted in the course of work; make presentations to technical and non-technical groups.

Education and Experience: Equivalent to the completion of core course work from an accredited college or university in engineering, or a related technical field, and four years of progressively responsible professional level experience in civil engineering activities, including at least one year experience in a capacity affording opportunity to demonstrate supervision and project management ability; or any combination of education and experience that provides equivalent Public Works knowledge, skills and abilities.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; also requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties; ability to work around electrical currents and building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, drafting, typing, data entry or use of other office equipment or supplies; must be able to perceive forms and colors; ability to operate a motor vehicle.

License: Must possess and maintain a valid California Driver's license. Registration as a Professional Engineer is required, and registration as a Certified Flood Plain Manager (CFM), and/or Water/Wastewater Operator is desired.

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position. **NOTE:** Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.