

# ASSISTANT DIRECTOR OF PUBLIC WORKS

## DEFINITION

Under general supervision, to perform a variety of civil engineering design and specification work; to provide professional expertise and consultation to county departments and other officials on engineering and construction issues; and to do related work as required.

## EXAMPLES OF DUTIES

Works with architectural and engineering firms in the design of county structures and remodeling jobs; prepares plans and bid specifications for construction and repair projects; advises county departments and other officials with regard to necessary building repairs; keeps records of existing sewer mains, electrical power lines, water service and other utilitarian services at all county properties; provides general advisory services during the time of building construction, both large and small, prepares cost estimates and drawings for proposed remodeling of existing buildings and studies for various committees, commissions and departments; conducts studies for new landfills and maintains records at existing county operated landfills; may maintain lake level and streamflow records and conducts studies for lake level control and dredging; and such other professional services as may be called for from time to time.

## EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to a bachelor's degree in civil engineering and three years of increasingly responsible professional engineering experience in a municipal public works activity.

Knowledges and Abilities: Thorough knowledge of the principles and practices comprising the field of civil engineering; ability to design structures and remodeling of existing structures; ability to prepare plans and bid specifications; ability to prepare cost estimates; ability to maintain records of civil engineering operation; ability to prepare reports analyzing civil engineering options; knowledge of landfill operations.