



## Salt Lake County Job Description

### Associate Division Director – Public Works Operations

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**DEPARTMENT:** Public Works

**DIVISION:** Operations/4400

**JOB CODE:** 087 **GRADE:** 019

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 10/10/2013

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Engineering, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Must possess a Professional Engineer License P.E. from the State of Utah.

A valid Driver's License issued by the State of Utah is required.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.

- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Oversees Safety Program including Safety Coordinators, Accident Review Board, Training, Special Events, Personal Protective Equipment (PPE's), Safety Committee, etc.
- Oversees the Emergency Management program which includes preparations for disaster and emergency responses, and mitigation efforts.
- Oversees Environmental Compliance (including storm water regulations).
- Addresses and follows up on complaints from the public.
- Assists with inspections of pavement, concrete, subdivisions, storm water systems, etc.
- Represents Salt Lake County in Professional Associations.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- General civil engineering principles
- Emergency management

#### **Skills and Abilities to:**

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships

- Act independently
- Develop, interpret, and administer policies and procedures
- Motivate and train others

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. Requires occasional field work; may work in all types of weather.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This position is subject to being called to work prior to or after the scheduled shift in the event of an emergency.

Revised Date/Consultant's Initials: 11/14/2017 CCR