



County of Lake PUBLIC WORKS DIRECTOR

CLASS CODE	01-0800	SALARY	\$16,006.00 - \$19,455.00 Monthly \$192,072.00 - \$233,460.00 Annually
REVISION DATE	May 05, 2026		

Job Details



Under policy direction, plans, organizes, directs, and manages a consolidated department responsible for public works and community service functions including roads and related transportation facilities, airport, facilities, parks, landfill operations, engineering, capital projects, integrated solid waste management, fleet and heavy equipment, recreation programming, museum curatorship, and related infrastructure and service programs; serves as County Engineer and Road Commissioner; provides executive leadership, policy development, and strategic coordination across multiple divisions; performs special assignments as directed by the Board of Supervisors; and performs related duties as assigned.

Minimum Qualifications

Licensing and Certifications:

Possession of a valid registration as a Professional Civil Engineer from the State of California; Possession of, or ability to obtain, an appropriate valid California driver's license.

Education and Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering, public administration, business administration, or a closely related field;

AND

Five (5) years of increasingly responsible full-time professional experience in public works, community services, or related governmental operations, which may include engineering, capital project delivery, road maintenance, facilities, solid waste management, landfill operations, parks and recreation, or similar functions, including at least three (3) years supervising management and professional level staff.

Previous government experience with purchasing, contract procurement, construction bidding, contract administration, and planning is highly desirable.

Additional directly related experience and/or education may be substituted.

General Recruitment Information

The information presented in job postings, job descriptions, or recruitment materials does not form a legally binding contract, either explicit or implicit. Benefits may differ among different employee groups. The details provided in these materials are subject to change or cancellation without prior notification. Prospective employees of the County of Lake must undergo the County's pre-employment medical review program upon receiving a conditional job offer before assuming their position with the County.

Applicants may substitute relevant experience and/or education at a 2 to 1 ratio to fulfill minimum qualifications. For further details, individuals should reach out to the Human Resources department.

ADA Accommodations

Individuals in need of accommodation during the application and/or selection process under the Americans with Disabilities Act (ADA) should reach out to County of Lake Human Resources at (707) 263-2213.

The County is an Equal Opportunity-Affirmative Action Employer Veteran's Preference

Full Job Description

PUBLIC WORKS DIRECTOR

DEFINITION

Under policy direction, plans, organizes, directs, and manages a consolidated department responsible for public works and community service functions including roads and related transportation facilities, airport, facilities, parks, landfill operations, engineering, capital projects, integrated solid waste management, fleet and heavy equipment, recreation programming, museum curatorship, and related infrastructure and service programs; serves as County Engineer and Road Commissioner; provides executive leadership, policy development, and strategic coordination across multiple divisions; performs special assignments as directed by the Board of Supervisors; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Public Works Director is an official appointed by the Board of Supervisors. The incumbent is responsible for the overall leadership, administration, and coordination of a large, multi-division department delivering both infrastructure and community service functions. The incumbent is expected to work collaboratively with other County departments and community partners to plan, build, and maintain County-owned infrastructure, provide and maintain community services, and regularly advise the Board of Supervisors. The position exercises broad discretion over policy implementation, budgeting, staffing, and operational priorities for a wide range of County programs and facilities.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors. Exercises direct and general supervision over professional, technical, and/or administrative staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Plans, organizes, directs, and manages the functions and activities of the consolidated Public Works and Public Services Department.
- Provides executive leadership and strategic direction for county roads, airports, parks, facilities, landfill, integrated waste management, engineering, capital projects, fleet, recreation, museums, and related service programs.
- Provides supervision, training, and work evaluation for assigned staff.
- Develops and implements departmental goals, objectives, policies, procedures, and priorities.
- Develops, administers, and oversees a comprehensive departmental budget.
- Formulates department procedures and policies.
- Oversees the planning, design, construction, maintenance, and operation of County roads, airports, buildings, parks, transportation facilities, and other related public infrastructure.
- Oversees solid waste management and landfill operations, including regulatory compliance and long-range planning.
- Performs long-range capital improvement planning and develops a capital improvement budget.
- Approves and oversees public works and capital improvement projects.
- Approves the design of public works projects.
- Provides oversight and direction for engineering and surveying functions.
- Directs and coordinates the work of engineering consultants and contractors.
- Oversees the development and operation of the County airport.
- Oversees County facilities, grounds, and parks maintenance operations.
- Responsible for the development and administration of grants.
- Coordinates transportation and infrastructure planning efforts for the County.
- Provides policy guidance, coordination, and technical expertise to the Board of Supervisors, County Administrative Officer, boards, commissions, and advisory committees.
- Performs special assignments for the Board of Supervisors.
- Represents the Department in meetings with community organizations, regional agencies, local boards, commissions, and other governmental entities.
- Responsible for the development, submission, and presentation of department reports.
- Interprets policies and regulations for the public.
- Manages and directs the maintenance of vehicles and heavy equipment.
- Plans, organizes, and coordinates County Surveyor functions.
- Ensures compliance with applicable federal, state, and local laws, regulations, and ordinances.
- Responds to emergencies and supports disaster response and recovery efforts.
- Prepares and presents clear and concise reports, studies, and recommendations.
- Regularly travels to various off-site locations to support department operations.

- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, regulations, and ordinances.
- Principles, practices, and methods of civil engineering as applied to the design, construction, and maintenance of roads, transportation, and public works facilities.
- Principles and practices of parks and recreation, facilities, and solid waste management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership, supervision, and personnel management.
- Public sector budgeting, financial management, and capital planning.
- Pertinent state, federal, and local laws, regulations, and ordinances related to the functions and operations of the Department of Public Works.
- Emergency Operations Center Procedures (Incident Command System procedures, not necessary at entry but a distinguishing value).
- Proper inspection methods and procedures.
- Research, statistical methods, and program evaluation techniques.
- Budget development, management, and control.
- Principles of effective public administration and intergovernmental coordination.
- Principles of project planning, development, coordination, and direction.
- Principles, practices, and methods of surveying, especially as they apply to the functions and responsibilities of the County Surveyor.
- Principles of training and work evaluation.
- Proper English spelling, grammar, and punctuation.
- Written and oral communications skills.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.
- Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

- Plan, organize, manage, and coordinate the functions a large, multi-functional County department.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Provide administrative and professional leadership and direction for the department and the County.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and administer a department budget.
- Direct and oversee a wide scope of complex professional engineering and construction surveying, as well as manage the functions of the County Surveyor.
- Direct and manage the development and administration of grants.
- Oversee the gathering and maintenance of information regarding the Department of Public Works operations and functions.
- Perform special assignments for a variety of County boards and commissions.
- Direct the preparation and prepare clear and concise reports.

- Make effective oral and written presentations.
 - Effectively represent the Department of Public Works with the public, community organizations, boards, commissions, and other government agencies.
 - Regularly work well under pressure, meeting critical deadlines.
 - Utilize a computer, relevant software applications, and/or other equipment as assigned.
 - Communicate clearly and concisely, both orally and in writing.
 - Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.
 - Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Licensing and Certifications:

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Possession of, or ability to obtain, an appropriate valid California driver's license.

Education and Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering, public administration, business administration, or a closely related field;

AND

Five (5) years of increasingly responsible full-time professional experience in public works, community services, or related governmental operations, which may include engineering, capital project delivery, road maintenance, facilities, solid waste management, landfill operations, parks and recreation, or similar functions, including at least three (3) years supervising management and professional level staff.

Previous government experience with purchasing, contract procurement, construction bidding, contract administration, and planning is highly desirable.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field. As such, incumbents may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical conditions.

Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents may also be subject to clients or members of the public afflicted with behavioral disorders or who are under emotionally stressful conditions.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Positions in this class may require local and statewide travel as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.