

PUBLIC WORKS AGENCY

Function & Organization Chart -FY 2013-2014



MISSION STATEMENT:

To provide the people of Alameda County a good return on their investment in public works and to contribute to the vitality of commerce and economic development of the region while protecting the quality of life in Alameda County.

Budget Unit # - 270301

Budgeted Positions - 437



Acts in the absence of the department head.

PUBLIC WORKS AGENCY (270301)

- Administer flood control and water conservation and related programs under the direction of the five member Board of Supervisors.
- Accomplish planning, design, construction and inspection of Transportation, as well as Water Resources and inspection of architectural capital projects.
- Regulate private development and building construction, enforce building, housing and related codes in the unincorporated territory.
- Plan, design, maintain, and operate County roads and bridges in relation to multimodal transportation systems.
- Provide County Surveyor functions.

1 - DIRECTOR OF PUBLIC WORKS

OFFICE OF POLICY AND PROGRAM DEVELOPMENT

- Provide ongoing public and media relations services
- Evaluate, develop, and implement programs to improve public service delivery
- Administers Agency legislative program

1 - Admin. Office of Program and Policy Development
1 - Management Analyst
1 - Administrative Specialist II

1 - Administrative Secretary

MANAGEMENT SERVICES DEPARTMENT

60 Budgeted Positions

1 - Secretary II

1 - ASSISTANT DIRECTOR OF PUBLIC WORKS (County Engineer)

1 - Safety Officer

CONSTRUCTION & DEVELOPMENT SERVICES DEPARTMENT

63 Budgeted Positions

ENGINEERING DEPARTMENT

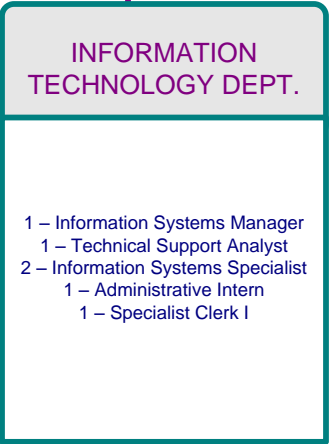
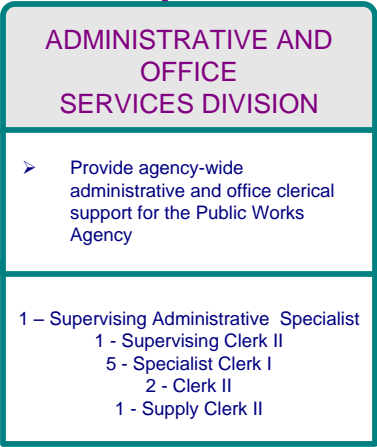
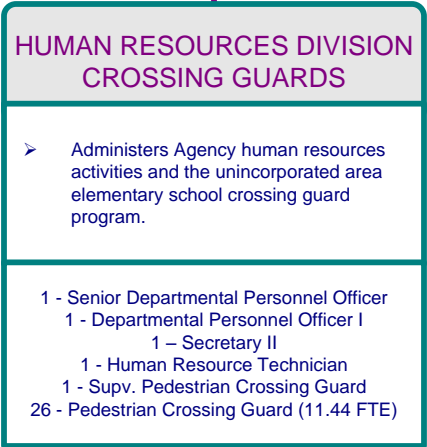
112 Budgeted Positions

MAINTENANCE AND OPERATIONS DEPARTMENT

194 Budgeted Positions

*Member Board of Supervisors 23. Board of Supervisors acting on behalf of the Alameda County Flood Control District (.23 FTE)

**Also reports to Administrator, Management Services



*Also reports to Assistant Agency Director

CONSTRUCTION & DEVELOPMENT SERVICES DEPARTMENT

1-DEPUTY DIRECTOR, PUBLIC WORKS

1 - Secretary II

CONSTRUCTION

- Insure compliance of construction of Capital Improvement Programs with plans & specification
- Insure compliance of construction of encroachments in public right of way
- Investigate systems, facilities, complaints & claims
- Provide agency-wide contract compliance for the Public Works Agency

1 – Principal Civil Engineer

CONSTRUCTION MANAGEMENT & ADMINISTRATION

1 – Associate Engineer
1 – Engineering Staff Assistant III
2 – Specialist Clerk

INSPECTION

1 – Supv. Public Works Inspector
12 – Public Works Inspector III
1 – Public Works Inspector II
1 – Construction Inspector
1 – Capitol Improvement Coordinator

MATERIALS TESTING

1 – Supv. Materials Testing Technician
4 – Material Testing Tech. III

CONTRACT COMPLIANCE

1 – Contract Compliance Officer

DEVELOPMENT ENGINEERING

- Process subdivision maps
- Maintain filled maps and records
- Process boundary changes for all political subdivisions
- Review drainage plans prepared by other agencies and developers
- Administer permit procedures for grading, water course and surface mining
- Administer special drainage area projects
- Prepares budgets and coordinate efforts necessary for administering county service areas
- Inspect permit construction

1 – Principal Civil Engineer
1 - Supervising Civil Engineer
4 - Associate Engineer
5 - Assistant Engineer
1 - Specialist Clerk I

GRADING/PERMIT ADMIN

1 – Supervising Civil Engineer
1 - Assistant Engineer
1 - Engineer Staff Asst. III
1 - Engineer Staff Asst. II
1 - Specialist Clerk I

COUNTY SERVICE AREA

1 - Engineer Staff Asst. III
2 - Engineer Staff Asst. II

BUILDING INSPECTION

- Regulate and inspect all building construction in the unincorporated areas to insure compliance with County building regulations, zoning and land use ordinances

1 - Building Official
1 - Secretary I
2 - Specialist Clerk I

PLAN CHECKING

- Check plans
- Process and issue building permits
- Coordinate with other Public Works Agency Departments, Planning Department and Health Care Services Agency as required

1 - Supervising Plan Checker
1 – Associate Engineer
2 - Building Inspector
3 - Building Inspection Technician

FIELD OPERATIONS

- Insure safe and decent housing by enforcement of the County housing code through investigation of citizens complaints and periodic investigations
- Insure that private construction complies with all applicable codes and regulations through a system of permits and inspections
- Insure compliance with zoning and land use ordinances, abandoned vehicle ordinances, and sign regulations by Investigation of citizens' complaints and periodic investigations

BUILDING INSPECTION

1 - Supervising Building Inspector
8 - Building Inspector II

ENGINEERING DEPARTMENT

1 - DEPUTY DIRECTOR, PUBLIC WORKS

1 - Administrative Specialist II
1 - Specialist Clerk

ENGINEERING & TRANSPORTATION DIVISION

2 - Principal Civil Engineer

FLOOD CONTROL DIVISION

1 - Principal Civil Engineer

TRAFFIC ENGINEERING

- Conduct traffic safety and engineering studies
- Provide traffic signal and signing and striping designs
- Administer Traffic Calming Program
- Review development plans for traffic impacts

1 - Supervising Civil Engineer
2 - Associate Engineer
2 - Assistant Engineer
2 - Engineering Staff Assistant II

TRANSPORTATION DESIGN

- Design and prepare contract plans and specifications for Engineering and Transportation Capital Improvement Projects
- Prepare engineering studies, investigations and reports

1 - Supervising Civil Engineer
6 - Associate Engineer
6 - Assistant Engineer
2 - Engineering Staff Assistant II
2 - Engineering CAD/D Tech, III
2 - Engineering CAD/D Tech II

FLOOD CONTROL DESIGN

- Plan, design and prepare contract plans and specifications for all Flood Control Projects
- Engineering studies for flood control and storm drainage projects

1 - Supervising Civil Engineer
3 - Associate Engineers
5 - Assistant Engineers
1 - Engineering CAD/D Tech III
2 - Engineering CAD/D Tech II
1 - Engineering Staff Assistant III
1 - Engineering Staff Assistant II

MAPS AND FILES

1 - Engineering Staff Assistant III
2 - Specialist Clerks
2 - Data Input Clerks

FLOOD CONTROL WATERSHED PLANNING

- Watershed Planning and Engineering Studies
- Drainage Reviews
- Groundwater Protection
- GIS

1 - Supervising Civil Engineer
3 - Associate Engineers
1 - Assistant Engineer
1 - Assistant Environmental Compliance Specialist
1 - GIS Technician
1 - Engineer Staff Assistant II

COUNTY SURVEYOR

- Performs Capital Project surveys
- Perform County Surveyor Functions as required by law

1 - Supervising Land Surveyor
2 - Associate Land Surveyor
4 - Land Surveyor
3 - Survey Technician III
6 Survey Technician II

TRANSPORTATION PLANNING

- Procure funding for Transportation Projects and Programs
- Prepares Transportation Studies and Plans
- Represent County Local & Regional Transportation Meetings

1 - Senior Transportation Planner
1 - Associate Engineer
1 - Assistant Engineer
1 - Engineering Staff Assistant II

ENVIRONMENTAL SERVICES

- Environmental Studies and Regulatory Permits required for all Flood Control and Road Capital Improvement Projects and all major Maintenance Projects
- Mitigation Site Design, Construction and Monitoring
- Alameda County General, Unincorporated and Flood Control District Clean Water Programs

2 - Supervising Environmental Compliance Specialists
5 - Associate Environmental Compliance Specialists
9 - Assistant Environmental Compliance Specialists
1 - Engineer Staff Assistant II
1 - Specialist Clerk

RIGHT OF WAY

- Appraisal of real property to be acquired
- Negotiate for acquisition of real property
- Management of real property
- Administration of County relocation assistance program

1 - Chief Right of Way Agent
1 - Assistant Chief Right of Way Agent
3 - Associate Right of Way Agent
1 - Administrative Assistant
1 - Specialist Clerk

TRAINEE POSITION

4 - Engineering Trainee (2 FTE)

TRAINING POSITION

4 - Engineering Trainee (2 FTE)

MAINTENANCE AND OPERATIONS DEPARTMENT

1 - DEPUTY DIRECTOR, PUBLIC WORKS

1 – Supervising Secretary II
1 – Secretary II
1 – Secretary I

FLEET SERVICES
EQUIPMENT MAINTENANCE/COORDINATION

- Maintain Agency equipment records and prepare specifications for equipment replacement
- Service and repair all County-owned heavy equipment
- Service and repair all Agency-owned equipment

1 -P. W. Fleet Infrastructure Manager
1 - P.W. Fleet Supervisor
1 - Lead Heavy Equipment Mechanic
8 - Heavy Equipment Mechanic
2 - Heavy Equipment Mechanic Helper
1 – Heavy Equipment Operator (Transporter)
1 - Auto Mechanic
1 - Senior Heavy Equipment Parts Tech
1 - Auto Parts Technician
1 - Specialist Clerk I
1 - Supply Clerk II

FIELD OPERATIONS
FLOOD CONTROL & ROADS MAINTENANCE

- Maintain District flood control channels, dams, reservoirs and pipelines
- Maintain roads, bridges and related facilities
- Perform minor construction
- Perform road and road drainage grading
- Provide for roadway safety
- Provide road services for other agencies
- Support community-based projects

2 - Field Maintenance Superintendent
7 - Field Maintenance Supervisors
1 - Weed & Pest Control Supervisor
10- Crew Leader
8 - Heavy Equipment Operator
2 – Crane Operator
25 - Heavy Truck Driver
3 - Street Sweeper Operator
2 - Tree Trimmer-Climber
1 – Maintenance & Construction Worker
44 - Laborer
1 - Yardworker
7 - Vegetation Technician
2 – Gardener
2 – Maintenance Aide II
1 - Secretary I
2 - Specialist Clerk I
1 - Data Input Clerk

BRIDGES

- Operate and maintain five major drawbridges

1 - Bridge Supervisor
16 - Bridge Tender
5 Stationary Engineer
1 - Specialist Clerk I

PROJECT AND FACILITY MANAGEMENT

1 – Principal Civil Engineer
2 Associate Engineers

PUMP STATIONS

- Maintain and operate 21 pump stations

1 -Pump Station Supervisor
5 – Stationary Engineer
3 – Plant Mechanic

STREET LIGHTNING/TRAFFIC SAFETY

1 - Supervising Civil Engineer

- Operate and maintain traffic control signal systems
- Inspect traffic control signal construction projects
- Provide signal maintenance service to cities
- Provide roadway safety
- Support maintenance projects and contracts

1 -Traffic Signal Supervisor
1 -Traffic Safety Supervisor
3 - Traffic Signal Technician
1 - Street Light Technician
1 – Lead Traffic Painter
2 - Traffic Painter
3 - Traffic Sign Worker
3 - Laborer