PUBLIC WORKS AGENCY

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.

Function & Organization Chart - FY 2013-2014

Budget Unit # - 270301
Budgeted Positions - 437
<table>
<thead>
<tr>
<th>Position</th>
<th>Budgeted Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Works Agency (270301)</strong></td>
<td></td>
</tr>
<tr>
<td>1 - Administrative Secretary</td>
<td></td>
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<tr>
<td>1 - Secretary II</td>
<td></td>
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<tr>
<td>1 - Safety Officer</td>
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<tr>
<td><strong>Construction &amp; Development Services Dept</strong></td>
<td>63 Budgeted Positions</td>
</tr>
<tr>
<td><strong>Engineering Dept</strong></td>
<td>112 Budgeted Positions</td>
</tr>
<tr>
<td><strong>Maintenance and Operations Dept</strong></td>
<td>194 Budgeted Positions</td>
</tr>
<tr>
<td><strong>Management Services Dept</strong></td>
<td>60 Budgeted Positions</td>
</tr>
<tr>
<td><strong>Office of Policy and Program Development</strong></td>
<td></td>
</tr>
<tr>
<td>1 - Admin, Office of Program and Policy Development</td>
<td></td>
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<tr>
<td>1 - Management Analyst</td>
<td></td>
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<tr>
<td>1 - Administrative Specialist II</td>
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</tbody>
</table>

*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**

Acts in the absence of the department head.
Also reports to Assistant Agency Director

PUBLIC WORKS

HUMAN RESOURCES DIVISION
- CROSING GUARDS
  - Administers Agency human resources activities and the unincorporated area elementary school crossing guard program.
  - 1 - Senior Departmental Personnel Officer
    - 1 - Departmental Personnel Officer I
      - 1 - Secretary II
    - 1 - Human Resource Technician
  - 1 - Supv. Pedestrian Crossing Guard
  - 26 - Pedestrian Crossing Guard (11.44 FTE)

ADMINISTRATIVE AND OFFICE SERVICES DIVISION
- Provide agency-wide administrative and office clerical support for the Public Works Agency.
  - 1 - Supervising Administrative Specialist
    - 1 - Supervising Clerk II
    - 5 - Specialist Clerk II
    - 2 - Clerk II
    - 1 - Supply Clerk II

FISCAL DIVISION
- Maintain fiscal and cost records for the Public Works Agency
- Maintain general accounting and cost accounting systems
  - 2 - Accounting Supervisor
  - 1 - Financial Services Specialist II
  - 2 - Accounting Specialist I
  - 7 - Accounting Specialist II

INFORMATION TECHNOLOGY DEPT.
- 1 – Information Systems Manager
- 1 – Technical Support Analyst
- 2 – Information Systems Specialist
  - 1 – Administrative Intern
  - 1 – Specialist Clerk I

MANAGEMENT SERVICES DEPARTMENT
- Provide administrative, fiscal, clerical, secretarial, and business management services
- Budget preparation and coordination
- Coordination of labor relations negotiations
- Manage personnel programs and policies of the Agency

1 - MANAGEMENT SERVICES ADMINISTRATOR

*Also reports to Assistant Agency Director
1 - DEPUTY DIRECTOR, PUBLIC WORKS

ENGINEERING & TRANSPORTATION DIVISION

2 - 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

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

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

TRAINEE POSITION

4 - Engineering Trainee (2 FTE)

FLOOD CONTROL DIVISION

1 - Principal Civil Engineer

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

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

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

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

MAPS AND FILES

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

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

TRAINING POSITION

4 - Engineering Trainee (2 FTE)
MAINTENANCE AND OPERATIONS DEPARTMENT
1 - DEPUTY DIRECTOR, PUBLIC WORKS

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
1 - Traffic Tender
2 - Traffic Painter
3 - Traffic Sign Worker
3 - Laborer

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