

CERTIFICATE IN PUBLIC WORKS ADMINISTRATION

This certificate of achievement program is designed to prepare students for promotional positions in the public works sector. Job opportunities include:

- public works inspector,
- public works maintenance lead worker,
- maintenance supervisor,
- street division supervisor,
- public works superintendent,
- and field operations manager positions.

Instruction in an overview for field personnel of the basic elements of the Public Works industry and an introduction to administrative responsibilities and planning is emphasized in the coursework.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Public Works Administration Certificate of Achievement will:

1. Demonstrate effective communication, both orally and in writing.
2. Demonstrate the ability to estimate quantities and costs for the bidding process in a public works construction project.
3. Explain how to effectively use resources to deliver Public Works capital construction and/or infrastructure maintenance projects.
4. Demonstrate the ability to use current technology related to the construction and maintenance process.
5. Interpret construction documents (contracts, specifications, and drawings) requirements applied in public works construction projects.
6. Recognize basic construction means, methods, materials and equipment employed in public works construction and maintenance.
7. Understand the quality assurance & control measures employed in public works, emphasizing the importance of the need for quality and longevity of capital construction and maintenance projects
8. Recognize basic safety hazards on a construction site and standard prevention measures.
9. Discuss basic principles of ethics in Public Works.

Requirements

Code	Title	Units
<i>Required courses:</i>		
PUB 151	Street Construction and Maintenance	3
PUB 155	Public Works Construction Inspection	3
PUB 157	Asphalt and Portland Cement Concrete	3

Code	Title	Units
PUB 161	California Occupational Safety and Health	3
PUB 164	Plan Reading and Cost Estimating	3
PUB 166	Supervision in Public Works	3
Total Units		18

Curriculum Map

1-Year Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

First Year		Units
Fall Term 1		
PUB 151	Street Construction and Maintenance	3
PUB 164	Plan Reading and Cost Estimating	3
Units		6
Spring Term 1		
PUB 157	Asphalt and Portland Cement Concrete	3
PUB 161	California Occupational Safety and Health	3
Units		6
Summer Term 1		
PUB 155	Public Works Construction Inspection	3
PUB 166	Supervision in Public Works	3
Units		6
Total Units		18

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrv/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.