



Public Works Director

Public Works

PW/1

JOB SUMMARY

This position directs the operations of the Public Works Department.

MAJOR DUTIES

- Plans, directs, manages, and supervise department operations and personnel.
- Directs the maintenance of county-owned or maintained roads, bridges, and rights-of-way.
- Directs the maintenance of department facilities, vehicles, and equipment.
- Develops plans, estimates, specifications, contracts, and inspection activities for roadway repair, maintenance, and resurfacing; develops bridge projects in coordinates with engineer.
- Responds to and investigates complaints from the Board of Commissioners and the general public.
- Develops the annual department budget; monitors expenditures under the current budget.
- Develops and implements capital improvements and purchases.
- Develops short- and long-term department goals and infrastructure projects.
- Develops and implements department policies and operating procedures; monitors department activities to ensure compliance with policies, procedures, and applicable laws.
- Prepares a variety of regular and special reports, including operations and cost reports.
- Coordinates department activities with other departments and agencies.
- Represents the department at Board of Commissioner and other meetings.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public works management principles.
- Knowledge of civil engineering principles and practices.
- Knowledge of budgeting and accounting principles.
- Knowledge of county procurement processes.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include relevant state and federal laws, state Department of Transportation regulations, the Manual on Uniform Traffic Control Devices, accepted professional engineering principles, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, technical and management duties. The variety of tasks to be managed contributes to the complexity of the work.
- The purpose of this position is to supervise the county's public works operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for county residents and visitors.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other county employees, state and local

government officials, elected and appointed officials, community leaders, business leaders, contractors, vendors, engineers, and the general public.

- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dirt, dust, grease, irritating chemicals, and machinery with moving parts. Work required the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Road Supervisor (1), Detail Supervisor (1), Shop Supervisor (1), Detail Officer (5), Heavy Equipment Operator (3), Equipment Operator (2), Service Truck Operator (1), Administrative Assistant (1), and Road Maintenance Worker (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.