



Public Works Director

Public Works - Administration

PW-ADM/1A

JOB SUMMARY

This position directs the operations of the Public Works Department.

MAJOR DUTIES

- Plans, organizes, leads, and controls department activities, processes, schedules, and policies.
- Plans, implements, and manages operating and capital budgets.
- Develops, implements, and manages capital projects in coordination with division superintendents, other department heads, engineers, external agencies, contractors, and others.
- Directs the department's administrative, cemetery and parks maintenance, fleet maintenance, natural gas, meter management, street maintenance, stormwater, and water distribution and sewer collection operations.
- Schedules, assigns, and monitors departmental personnel and activities.
- Develops specifications for construction projects.
- Manages department procurement; assembles bid documents; advertises projects and purchases; negotiates with bidders and contractors.
- Collects and analyze data; presents information to elected officials and the general public.
- Coordinates with and assists other internal departments and external agencies.
- Develops and administers departmental policies and procedures.
- Attends City Commission meetings and makes presentations as necessary.
- Attends pertinent seminars, meetings, conferences, etc.
- Responds to after-hours emergencies as required.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public works management principles.
- Knowledge of budgeting and accounting principles.
- Knowledge of city procurement processes.
- Knowledge of project management principles.
- Knowledge of relevant federal and state laws, city codes, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of financial and personnel management principles.
- 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 City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, state Department of Transportation regulations, the Manual on Uniform Traffic Control Devices, city ordinances, EPD guidelines, and city 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 management, supervisory, technical, and administrative duties. The variety and complexity of tasks to be managed contribute to the complexity of the work.

- The purpose of this position is to direct the city's public works operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with elected and appointed officials, department personnel, other city employees, contractors, vendors, engineers, representatives of state and federal agencies, members of the news media, and members of 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.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Superintendent of Cemetery and Parks, Fleet Superintendent, Natural Gas Superintendent, Mater Management Superintendent, Street Superintendent, Water and Sewer Superintendent, and Administrative Services Supervisor.

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 six or more 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.