



Job Description

CLASSIFICATION TITLE: Public Works Director
DEPARTMENT: Public Works
FLSA STATUS:
REPORTS TO: County Administrator
PAY GRADE: 25

JOB SUMMARY

This position is responsible for planning, organizing, and directing Public Works operations for the county, including managing all county roads, engineering, capital projects, solid waste, public buildings and county vehicle maintenance.

ESSENTIAL FUNCTIONS

- Oversees the County's solid waste services as well as maintenance of County roads, bridges, sidewalks, parks, buildings, and other County property.
- Supervises the activities of technical staff and subordinate supervisors responsible for carrying out the services and functions of the Department; this includes assignment and review of projects, evaluating performance, administering discipline and making hiring, termination and pay change Recommendations in accordance with the County Policy Manual.
- Conducts regular staff meetings to review progress, accomplishments, budget and plans for the Public Works Department.
- Develops and recommends goals and objectives for the Public Works Department to ensure compliance with County Administrator and County Commission directives.
- Develops, recommends, and monitors the Departmental budget.
- Coordinates Public Works resources to respond to urgent repair or clean-up situations in the County.
- Assists the County Administrator in developing short- and long-range plans in all areas of public works.
- Develops, recommends, and implements work schedules, operating policies, and procedures in order to accomplish departmental goals and objectives and contingency and succession planning.
- Communicates with the County Administrator monthly regarding Public Works operations; prepares reports and correspondence related to departmental activities, direction, and accomplishments; attends staff and County Commission meetings as required.
- Reviews and approves equipment requests and specifications for equipment purchases, solicits bids, and submits purchase requests to the County Administrator for approval.
- Submits funding requests related to county road construction and maintenance to the DOT.
- Serves as fleet manager for all county departments, including supervising the equipment maintenance program and the preparation of equipment specifications.
- Administers and supervises the Land Use Development Standards ordinance, Erosion Control program, and National Flood Insurance program.
- Provides technical engineering assistance to the Water and Sewer, and Industrial Development Authorities.
- Communicates with residents to resolve customer service concerns.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND COMPETENCIES

- ✓ Knowledge of County waste collection and County infrastructure maintenance and repair of roads and bridges.
- ✓ Knowledge of the hazards, safety precautions and proper operation of equipment, trucks and machinery used in the repair and maintenance of roads, bridges, sidewalks, buildings, grounds, etc.
- ✓ Knowledge of County ordinances and codes, policies, and procedures.
- ✓ Skill in reading blueprints and schematics.
- ✓ Knowledge of modern management and supervisory techniques.
- ✓ Knowledge of modern office procedures and equipment.
- ✓ Skill in using a variety of computer programs for administrative functions including spreadsheets.
- ✓ Excellent written and verbal communication skills.
- ✓ Ability to develop and administer departmental budget.
- ✓ Ability to interpret and apply engineering and construction-related standards.
- ✓ Ability to adhere to and instruct subordinates on safe equipment operating procedures and respond to dangerous situations accordingly.
- ✓ Ability to establish and maintain effective working relationships with County officials, employees, and the public.
- ✓ Ability to operate a motor vehicle.
- ✓ Ability to develop long-range work plans and guide the work of subordinates to meet the goals and objectives set for the Public Works Department.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position is responsible for the management and supervision of all staff in the Public Works Department.

GUIDELINES

Guidelines include relevant state and federal laws and regulations, federal EPA and state EPD guidelines, County and department policies and procedures, DOT manual, and the County's Employee Handbook. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- ✓ The work consists of administrative and supervisory duties with occasional manual labor involving the proper use of a variety of equipment.
- ✓ The purpose of this position is to direct the work of personnel involved in road and bridge construction, maintenance, and solid waste management. Successful performance in this position helps ensure the repair and maintenance of county roads, proper collection and disposal of solid waste, and efficient operations of the department.

MINIMUM QUALIFICATIONS

- ✓ Knowledge and level of competency are commonly associated with the completion of a bachelor's degree in a course of study related to the position.
- ✓ Minimum of five (5) years of work experience in a related field required, including three (3) years of increasingly responsible supervisory experience in related field.
- ✓ Valid State of Georgia driver's license.
- ✓ Or an equivalent combination of education and experience.
- ✓ Bachelor's degree in civil engineering from an accredited university is preferred.
- ✓ Professional Engineer Registration in the State of Georgia is preferred.

PERFORMANCE APTITUDES AND ADA COMPLIANCE

Language: Ability to read, analyze, interpret, and communicate the intricacies of complex documents such as reports, budget awards, and other like information. Ability to write and clearly convey information through routine reports and correspondence in English.

Mathematical: Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret graphs.

Communication: Must be able to communicate orally and in written form in a professional manner to give or exchange information, resolve problems, and to provide service to subordinates, elected officials, commission members, and coworkers.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling, or stooping and may require physical exertion over moderately long periods of time. The employee may lift light to heavy objects and use equipment requiring a high degree of dexterity.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals, distinguish between shades of color, and utilize a sense of smell. Some tasks require the ability to communicate orally.

Equipment, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, tools, and/or materials used in performing essential functions such as computer, heavy equipment, and county vehicles. Also requires the ability to handle basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.

Environmental Factors: Essential functions are regularly performed indoors and outdoors, occasionally in cold or inclement weather, or within water, and may require the use of protective devices such as masks, goggles, and gloves. The work may require it to be performed in a very noisy place. The employee is exposed to dust, dirt, grease, machinery with moving parts, raw sewage, and contagious or infectious diseases or irritating chemicals.

Travel: This position may be required to travel to training throughout the region, conferences, commission meetings, or other meetings. Must possess a valid driver's license and have access to reliable transportation. This position sometimes requires you to attend meetings or conferences outside of normal work hours.

Hart County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I, the employee, understand that this document is not to be construed as a contract, either implied or elicited. All information contained herein is merely an attempt by Hart County to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature and Date: _____

Supervisor's Signature and Date: _____