**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 2,500 – 4,999**

**Public Works Director**

**Job Summary:**

This position plans, organizes, and directs the functions of the Public Works Department, including the parks, code enforcement and sanitation departments. Work involves planning, directing, and supervising personnel; ensuring the timely and efficient completion of projects; and the completion of the annual budget for the department. The Public Works Director is also responsible for determining major department policies and making difficult administrative positions.

**Major Duties:**

* Plans, directs, and supervises the daily operations of City Public Works employees engaged in code enforcement sanitation, landscaping, and building and grounds maintenance activities;
* Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work to ensure optimal efficiency; reviews and evaluates employee performance;
* Advertises for new positions; interviews and selects new employees for department positions; reviews and appropriately acts on various personnel actions, including hiring, promoting, and disciplining;
* Ensures that work is done in compliance with State permits and regulations;
* Conducts regular inspections of the City’s streets, parks, and rights-of-way;
* Inspects work-in-progress and ensures timely and efficient completion of assigned Public Works projects; conducts re-inspections to ensure proper completion of repairs and maintenance; coordinates activities with other departments and agencies;
* Develops and implements work schedules, methods, practices, policies, and procedures to enhance the operation of the department;
* Ensures employees comply with city and departmental policies, procedures, and safety rules; provides safety training to employees;
* Receives, reviews, and investigates citizen complaints/requests; meets with citizens to inspect and/or discuss problems; resolves complaints/requests and schedules needed repairs, construction, or maintenance related to Public Works;
* Prepares and submits annual department operating budget to City Manager based on analysis of projected needs and resources; reviews; approves and monitors expenditures within approved budget; reviews and recommends salary increases;
* Monitors permit requests that are submitted to the City;
* Makes zoning regulation decisions as necessary;
* Manages the City’s recycling program; ensures contractors are providing quality service to City residents;
* Prepares and maintains reports for submittal to the Georgia Environmental Protection Division and the Georgia Solid Waste Management Department;
* Inspects all storm water and erosion and sediment control complaints; ensures complaints are handled appropriately;
* Serves as final purchasing agent for the department, including preparing all specifications for equipment and materials used by the department;
* Assists with coordinating special event activities provided by the City;
* Operates City vehicles in the performance of duties;
* Regularly attends scheduled meetings; provides information and recommendations to the Board of Mayor and Commissioners;
* Performs other related duties as assigned.

**Knowledge Required for the Position:**

* Knowledge of management concepts, principles, and practices of Public Works administration;
* Knowledge of storm water principles and erosion and sediment control measures;
* Knowledge of accounting and budgeting principles and procedures;
* Knowledge of code enforcement ordinance and zoning regulations;
* Knowledge of City and departmental policies and procedures;
* Knowledge of City codes and ordinances while fielding and rectifying customer complaints.
* Knowledge of the geography of the City;
* Knowledge of safety procedures in Public Works operations;
* Knowledge of State and Federal environmental policies and regulations;
* Ability to plan, direct, and supervise the work of subordinate personnel;
* Ability to be available for emergency calls on a 24-hour basis;
* Ability to prepare and maintain accurate reports and records;
* Ability to communicate clearly and effectively, both orally and in writing with varying types of audiences;
* Ability to establish and maintain effective working relationships with federal, State and City agencies, City employees, City officials and the general public;
* Ability to work in a variety of extreme weather conditions.

**Supervisor Controls:**Work is performed under the general supervision of the City Manager.

**Guidelines:**Guidelines include City and departmental policies and procedures, City codes and ordinances, policies and procedures regarding safe operation of vehicles and equipment, Federal and State guidelines and regulations, environmental rules and regulations, and departmental budget.

**Complexity:**  This position consists of a variety of highly technical, administrative and supervisory duties.

**Scope and Effect:** The purpose of this position is to plan, organize, and coordinate the daily operations of the Public Works Department.

**Personal Contacts:**Contacts will typically be with elected officials, co-workers, contractors, vendors, local, State and Federal agencies and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, provide services, resolve conflicts, and negotiate or settle matters.

**Physical Demands:** This position requires routine sitting, walking, and standing. The position requires lifting up to 100 pounds, climbing, crouching, kneeling, and pulling.

**Work Environment:** The work is typically performed in an office. However, due to the nature of the organization and the on-site supervisory and inspection duties performed, considerable time is spent outdoors. Also, during occasional emergency situations, the incumbent may be exposed to extreme weather and working conditions.

**Supervisory and Management Responsibility:** This position is responsible for supervising all department employees.

**Minimum Qualifications:**Associates degree in related field is required; Bachelor’s degree preferred; a minimum of eight (8) years of progressively responsible experience in a Public Works department; possession of a valid State of Georgia driver’s license; equivalent combination of education and experience.