**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: 5,000 – 9,999**

# **Job Title: Public Works Director**

Job Summary: This position is responsible for planning, organizing and directing Public Works operations for the City, including water and sewer, sanitation, streets, parks, buildings, fleet, and grounds.

**Major Duties:**

* Oversees the City's municipal water and sewer and sanitation services as well as maintenance of City streets, sidewalks, parks, buildings and other City 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, providing assistance, evaluating performance, administering discipline and making hiring, termination and pay change recommendations;
* Develops and recommends goals and objectives for the Public Works Department to ensure compliance with City Manager and City Council directives;
* Develops, recommends and monitors the Departmental budget;
* Coordinates Public Works resources to respond to urgent repair or clean-up situations in the City;
* Assists the City Manager 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;
* Communicates with the City Manager regarding Public Works operations; prepares reports and correspondence related to departmental activities, direction and accomplishments; attends staff and City Council meetings as required;
* Manages purchase orders and vendor relations for Public Works Department; signs off on purchase orders, except for purchases over $500.00 that require approval of the City Manager;
* Communicates with residents to resolve customer service concerns;
* Performs other duties as assigned.

**Knowledge Required by the Position:**

* Knowledge of municipal waste collection and municipal property and infrastructure maintenance and repair;
* Knowledge or water and sewer operations and waste treatment plant procedures
* Knowledge of the hazards, safety precautions and proper operation of equipment, trucks and machinery used in the repair and maintenance of roads, sidewalks, buildings, grounds, etc.;
* Knowledge of City ordinances, policies and procedures;
* 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;
* Excellent written and verbal communication skills;
* Ability to develop and administer departmental budget;
* 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 City 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 Controls**: The work of this position is performed under the supervision of the City Manager.

**Guidelines:** Guidelines include City and departmental safety manuals, policies and procedures.

**Complexity:** The work consists of administrative and supervisory duties with occasional manual labor involving the proper use of a variety of equipment.

**Personal Contacts:** Contacts are typically with co-workers, elected officials, management, vendors, contractors, developers and the general public.

**Purpose of Contacts:** Contacts typically occur in order to give and exchange information, solve problems, resolve conflicts and provide services.

**Physical Demands:** 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.

**Work Environment:** Work is performed in an indoor and outdoor environment with or within water where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may require use of protective devices such as gloves and safety jackets.

**Supervisory and Management Responsibility:** This position is responsible for the management and supervision of all staff in the Public Works Department.

**Minimum Qualifications:**

High School Diploma or equivalent required; Associates Degree preferred. Minimum of eight (8) years of work experience in a related field required, including three (3) years of increasingly responsible supervisory experience in related field. Must be able to secure, within twelve months, a Public Works Management Certificate from the UGA Carl Vinson Institute of Government or equivalent credential and institute; Valid State of Georgia driver's license; equivalent combination of education and experience.