



## **Public Works Director (1181)**

**FLSA Status:** Exempt

**Pay Grade:** 30

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to plan, direct, and oversee the operations and staff of the Public Works Department, including Roads, Streets & Bridges, Fleet, Airport and Solid Waste.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to County administrators and elected officials.

Develops, plans, and implements long- and short-term strategic plans, goals, and objectives for all divisions of the Department, including Fleet Maintenance, Airport, Roads, Streets, & Bridges, and Solid Waste: evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the County; and identifies and implements needed changes, modifications and/or enhancements.

Develops, recommends, and implements policies and procedures for each department: reviews efficiency and effectiveness of operations, methods, processes, and procedures; designs and implements new and revised policies and/or processes; and ensures department activities comply with established policies and standards.

Develops and administers budget for each Department: forecasts funding needs for staffing, equipment, materials, and supplies; coordinates budget development with Assistant Directors; monitors revenues and expenditures to ensure compliance with approved budget; and prepares and submits financial reports and documentation.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Oversees road construction and maintenance: identifies and prioritizes projects; oversees technical evaluations and design functions; identifies, secures and monitors project funding; oversees the

acquisition of land needed for projects; directs preventative and other maintenance and repair activities; directs the evaluation of on-going, new, and modified traffic plans, designs, and technologies; and directs coordination of work activities with contractors, other County departments, government agencies, and public utilities.

Oversees and directs fleet procurement and maintenance: directs and approves the development of vehicle and equipment specifications; oversees vehicle replacement meetings; oversees maintenance and repairs to County fleet; monitors and reviews reports regarding down statuses, parts acquisitions, and outside repair services; and reviews and approves disposition of vehicles.

Oversees and directs airport services and operations: oversees airport operations in compliance with all applicable federal, state and local laws, regulations, guidelines, policies and procedures; ensures maintenance of facilities, runway, etc.; oversees lease administration and monitors contract compliance; oversees maintenance and updating of master plans; and ensures all construction and development is consistent with plan.

Oversees and directs solid waste collection and disposal: oversees and administers solid waste collection recycling, and transfer stations practices and program; ensures maintenance of equipment; oversees staff certification and safety; and ensures compliance with applicable local, state and federal regulations.

Prepares, analyzes, distributes, and presents reports and executive summaries: consults with County management and elected officials to review Department operations and activities, review and resolve problems, receive advice and direction, and provide recommendations; attends Board of Commissioners meetings; and makes recommendations to assist County management and elected officials in making decisions; and prepares ordinances and resolutions as requested.

Receives and resolves citizen questions and complaints regarding Department programs, services and projects: provides information, answers questions, and provides solutions; and acts as liaison to various public and private sector agencies and community groups.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to work activities; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Construction Management, Public Administration, Engineering, or a related field required; supplemented by seven years of experience in managing a public works division or multiple public works programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

#### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), 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.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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