



Director of Public Works and Utilities

Job Description

Summary

Directs, plans, organizes and integrates all activities and functions of the City's Public Works and Utilities Departments. Reports to and provides professional assistance to the City Manager. Performs highly responsible managerial and administrative work in directing the short and long range plans and programs of the Public Works and Utilities Departments. Ensure that programs and budgets of the various divisions are coordinated to achieve their respective objectives. Work is performed with considerable professional and managerial independence within general policy guidelines. Responsible for the efficient operation and maintenance of all City facilities including one wastewater land application system, three wastewater stabilization ponds, wastewater collection system including five pumping stations, water distribution system including two elevated steel storage tanks, supply meters and appurtenances, natural gas system, electric system and management of storm water system including long-term monitoring program. Responsible for ensuring proper maintenance, repair and upkeep of City streets and sidewalks, City property and City parks.

Essential Duties

Oversees the maintenance, construction and operation of all City utilities and public works projects

Responsible for inventory of all department tools and equipment

Assesses the need for consultant services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations

Oversight of all contractors employed by the City in the Public Works and Utilities Departments

Schedules and prioritizes daily activities and assigns personnel; evaluates field problems and develops solutions to accomplish efficient completion of assigned tasks

Plans, prepares and creates budgets for all divisions of Public Works and Utilities Departments in a timely manner

Assists in analyzing annual operating costs and making recommendations for department budgets



Certified City of Ethics

Assists in developing and implementing long-range public works, parks and utility systems master plans

Coordinates with inspectors, builders, developers, engineers and other professionals doing business within the City to ensure all policies and ordinances are being followed

Ensures the City is operating all public works and utilities in accordance with all local, state and federal guidelines and laws for the safety of the City and its employees and citizens

Maintains an open and good working relationship with outside entities such as other municipalities, county and state agencies to ensure the City will have all possible advantages for proper growth and development

Works with planning and zoning personnel to ensure the City's infrastructure is capable of sustaining the growth and development being incurred

Reviews plans, drawings and bids for construction and maintenance of City projects, ensuring that all licenses, permits and insurances are in effect for the protection of the City and its citizens

Attends meetings; prepares various reports, analyses, proposals and any other departmental documentation as required

Supervises and directs all personnel in the Public Works and Utilities Departments

Oversees the work schedule and "on-call" schedule as well as oversight of all after-hours calls and overtime hours

Responsible for corrective action measures for non-productivity, neglect in performing duties or continuous lack of cooperation by any personnel within the Public Works and Utilities Departments

Establishes and oversees safety, maintenance and training programs; ensures all employees are properly trained in the operation, maintenance and safety procedures of the equipment needed to perform their job

Promotes teamwork and encourages an atmosphere that will stimulate an exchange of ideas, information and job experience within the departments

Develops departmental procedures, policies and operational protocols as necessary

Coordinates activities with other departments and outside agencies



Certified City of Ethics

Renders prompt, efficient and courteous service to promote goodwill between the City and the public

Directs Public Works and Utilities Coordinator in various tasks and functions, including the procurement of materials, supplies and equipment

Operates equipment when necessary to complete job

Responds to emergencies and after-hour calls when needed

Any other duties assigned

Desired Qualifications - Knowledge, Skills and Abilities

Knowledge of the principles, practices, equipment and facilities in the operation of municipal public works and utility systems

Knowledge of construction methods and maintenance of public infrastructure systems

Ability to plan, organize, direct and appraise the work of professional, technically skilled and semi-skilled personnel and outside contractors

Skill and ability to communicate orally and in writing in a concise, effective and professional manner

Ability to establish and maintain effective working relationships with other department directors, municipal employees, regulatory agencies and with the general public

Skill and ability to safely operate equipment and tools used in the performance of public works and utility tasks and projects

Knowledge of the principles and best practices of public works and utility systems and services, including street and right-of-way maintenance and landscaping, municipal water, wastewater, storm water, natural gas, and electric

Knowledge of, and adherence to, federal, state and local laws, codes and regulations governing the administration and operations of public works and utilities functions and activities

Knowledge of principles and best practices of public administration, including budgeting, purchasing and personnel management and of governmental construction projects and programs



Certified City of Ethics

Thorough knowledge of operation and service of simple to complex equipment and vehicles used in construction and maintenance

Considerable knowledge of appropriate materials, methods, tools, equipment and practices involved in the appropriate area of responsibility

Ability to read maps and blueprints

Significant ability to interact with and direct the work of subordinate employees and to work effectively with other City employees and the general public

Physical strength and agility to assist departmental employees with tasks and projects when necessary; ability to work in inclement weather, unpleasant conditions and around various chemicals

Knowledge of, and experience with, G.I.S. mapping and technology

Experience and Training

Must have high school education or equivalent

Bachelor's Degree in related field preferred

Previous experience in the management and operations of public works and public utilities

At the City's sole discretion, a combination of educational and specialized professional experience sufficient to demonstrate possession of the knowledge, skills and abilities required for the position may be substituted for the required minimums

Certificates/Licenses

Possession of a valid Georgia Driver's License and ability to obtain any other licenses and certifications that may be required