



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Public Works Director

Department: Public Works

Pay Grade: 29- exempt

Salary Range: \$47,840 to \$74,526

Major Function and Purpose: The Public Works Director is a full-time FLSA exempt position. The Public Works Director performs highly responsible professional, administrative and technical work involved in planning and directing public works activities in the areas of construction, maintenance and cleaning of streets, sidewalks and drainage; the construction, maintenance and disinfection of the water distribution system, and sewer lift stations. Also performs supervisory work to engineers and assists the building official with inspections and investigation of code violations. Work involves the responsibility for long range and current planning, survey, design and inspection of all streets, water and sewer systems and all contract engineering projects. The employee delegates day-to-day activities to the public works staff but also performs unusual tasks which require a high degree of skill and technical knowledge. The employee exercises independent judgements and discretion on all technical matters within the department subject to guidelines set by the public works committee or the mayor and the council. Employee reports to the Mayor and the Council for review of work and evaluation of performance. Should have the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department.

Essential Job Functions for Public Works Director:

- Supervises subordinate public works employees, department support staff and community service workers, either directly or through subordinates
- Determines work procedures, prepares work schedules and expedites work flow
- Issues written and oral instruction
- Assigns duties and examines work for exactness, neatness and conformance to policies and procedures
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operating
- Maintains harmony among workers and resolves grievances
- Prepares composite reports from individual reports of subordinates
- Adjusts errors and complaints
- Prepares and documents budget requests; administers adopted budget in assigned area of responsibility
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructures of the public works department
- Evaluates public works needs and formulates short- and long- term plans to meet needs in all areas of responsibility, including streets, drainage and water and sewer maintenance



- Oversees the development or update of the Capital Improvement Program or other programs involving public works
- Determines applicable codes, regulations and requirements for assigned projects
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors and the selection of criteria for public contracts
- Oversees project management for the construction of assigned public works projects
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project
- Coordinates the preparation of reviews and updates street maps, data base, and comprehensive plans
- Oversees the maintenance of infrastructure and other records
- Responds to public or other inquiries relative to department policies and procedures; evaluates issues and options regarding municipal public works and makes recommendations
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services
- Monitors inter-governmental actions affecting public works
- Performs other public works tasks as assigned
- Has the ability to establish and maintain effective working relationships with co-workers, other City employees and the general public
- Promote and maintain high morale and enthusiasm for the City of Temple

Additional Job Functions:

- Considerable knowledge of civil engineering principles, practices and methods as applicable in a municipal setting through knowledge of applicable city policies, laws, regulations affecting public works activities
- Considerable knowledge of city streets and safety policies and procedures
- Considerable knowledge of various hand and power tools such as wrenches, pliers, ratcheting pipe cutters, circular saws, demolition saws and any other tools necessary
- Considerable ability to read and understand road maps, comprehensive utility maps and blueprints
- Ability to communicate effectively, orally and in writing, with employees, consultants, and other government agency representatives, city officials and the general public
- Ability to conduct necessary engineering research and compile comprehensive reports
- Ability to multi-task is an asset in this position

**Supervisory Controls:**

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned. Also oversees Community Service Workers.

The Public Works Director assigns work in terms of detailed and specific instructions. The Public Works Crew Chief assists with supervising the technician(s) as directed by the Public Works Director or in his immediate absence. Completed work is reviewed for the nature and propriety of the final results.

Guidelines:

Guidelines include city policies and ordinances, all applicable safety policies and procedures, supervisory instructions, and standing or special work orders. These Guidelines are clear and specific.

Complexity:

The work consists of directly related duties in the water and wastewater distribution system as well as maintaining city roads, streets and properties.

Scope and Effect:

The purpose of this position is to perform semi-skilled and skilled duties. Successful performance helps ensure a safe and efficient water and wastewater system, safe roadways and safe environment for city employees and the general public.

Personal Contacts:

Contacts are typically with co-workers, subordinate employees, other city employees, community service workers, city council members, elected officials and the general public. Employee is required to attend regular city council meetings

Purpose of Contacts:

Contacts are typically to exchange information, give subordinate employees direction and provide services.

Physical Demands:

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in outdoor and office settings. Job duties fluctuate based on daily needs within the department, employee absenteeism and will fill-in wherever necessary.

While performing the duties of this job the employee is required to stand; walk, use handle to finger, handle, feel or operate objects, tools or controls on equipment; reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; talk or hear, and smell.

The employee must occasionally be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus and operate a motor vehicle at night.

Work Environment:

The work environment characteristic described here are representative of those employee encounters while performing the essential functions of this job. The work is typically performed outdoors on city streets and roads. While performing the duties of this job the employee occasionally works in hazardous weather conditions. The employee occasionally works near



moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The employee is exposed to dust, dirt, grease, contagious or infectious diseases, and irritating chemicals. The employee will be exposed to oncoming traffic when performing certain tasks.

The work may require the use of protective devices such as masks, goggles, gloves, safety vest and any other personal protective equipment as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(ADA) minimum qualifications or standards required to perform essential job functions

Hours and work schedule:

The employees will be required to work 40+ hours a week, 8 hours a day and the normal work week will be Monday through Friday. This is a salaried position that is set by the city administrator and council. The employee is required to be available to work weekends, nights, and holidays as the city needs and must be available for duty during natural disasters and in crisis situations as needed and directed.

Supervisory and Management Responsibility:

The employee will supervise one to several community service workers during assigned tasks and must be able to execute sound judgement when relating to workers. Employee will make decisions on day- to- day operations in emergency situations according to city policy and proper safety procedures will carry out the directives of the mayor and council as instructed.

Desirable Education and Responsibilities:

- High School Diploma or GED equivalent
- 2-4 years of Higher Education, preferably in the field of management or public relations
- 2-4 years supervisory experience
- Excellent customer service skills
- Must possess a valid Georgia Driver's license and the ability to obtain CDL
- First Aid and CPR Training and Certification
- 1-2 years of Heavy Equipment Operation Experience
- Trench Safety Training and Certification
- One year of water or wastewater maintenance experience
- Knowledge of various brands and types of wastewater lift stations and components to include: control panels, float switches, fuses, starters, relays, valves and other equipment
- Any combination of training or experience in any related field
- Generous knowledge of computers and basic programs
- Ability to perform basic to advanced mathematical calculations

Materials and Equipment Used:

Various heavy equipment such as a dump truck, backhoe, skid steer, mini excavator or a ditch witch. Hand tools of all kinds.



License and Certifications: Valid State Driver's License; First Aid/CPR & AED certification within one year after hire, GCIC and TAC certification

Knowledge, Skills, and Abilities

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions. Also requires the ability to record and deliver information to supervisors to explain procedures and policies.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.