

**Job Title: Public Works Director/Town Engineer**

**Job Summary:** Plans and directs the maintenance and repair of Town Public Works; supervises departmental activities involving streets, sewer, storm drainage, shop, parks and building maintenance activities of the Public Works Department. Directs the activities of Town employees of the Public Works Department engaged in the maintenance and repair of Town facilities. Serves as the designated Town Engineer.

**Essential Job Functions:**

- Plans and directs the activities of the Public Works Department, which include, patching, painting, sweeping, and making repairs and maintenance on the Town street system.
- Plans and directs the preparation, installation and replacement of street signs and other traffic control devices; coordinates with the Police Department activities necessary to reduce accident potential on municipal streets.
- Coordinates the maintenance of Town parks and oversees facility maintenance contracts and work.
- Plans and directs the use of Public Works personnel in order to make efficient use of man hours to perform the various assignments as necessary; assigns, supervises, inspects, and works with the Public Works crew engaged in maintenance and repair work; and maintains effective discipline.
- Reviews and evaluates performance of employees and handles personnel matters to all employees of the Public Works Department.
- Oversees the checking of plans and specifications for compliance with municipal ordinances and policies; oversees and prepares detailed plans and specifications; oversees system designs.
- Provides information for master planning, streets, flood control, and oversees the same.
- Oversees the preparation of plans and contract specifications for Public Works projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing projects as required.
- Oversees and reviews consultant work for accuracy and professionalism and sees completion of contracts and subsequent requirements.
- Provides detailed project cost estimates on assigned Town projects.
- Provides counsel to all departments on matters of engineering and surveying.
- Answers technical questions and provides information to the public.
- Performs related duties as appropriate.

**Knowledge Required by the Position:**

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn Town rules, regulations, policies, and procedures;
- Knowledge of or ability to learn all municipal functions, contacts, and activities of various departments;
- Knowledge of basic mathematical and accounting procedures;

- Excellent customer service skills;
- Effective written and oral communication skills;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Ability to maintain records and create reports;
- Ability to operate a computerized accounting system;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with departmental personnel, other Town personnel, elected officials and the public.

**Supervisory Controls:** The work of this position is performed under the general supervision of the Town Manager.

**Guidelines:** Guidelines include Town ordinances, policies and procedures.

**Complexity:** The work consists of a variety of technical, professional, administrative and clerical duties.

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

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** This position may require medium type physical demands where times could call for the exertion of up to 50 pounds to lift, carry, push, pull, or move objects. Standing and walking may be frequent at times with occasional bending, stooping, crouching, kneeling, handling, gripping, grasping, rotation of neck and shoulders, and side-to-side movement. Additionally, periods of working in front of electronic devices may be required of this position.

**Work Environment:** Work is performed as a combination of outdoor field work and an indoor office environment.

**Supervisory and Management Responsibility:** Position will be responsible for supervising staff within the Public Works Department.

**Minimum Qualifications:**

Graduation from college with a Bachelor's Degree in Civil Engineering, or equivalent and at least three (3) years of experience as civil engineer, of which two (2) years must be in a supervisory capacity, OR any equivalent combination of education and experience. Must be a licensed P.E. through the Georgia Board of Professional Engineers and Land Surveyors, or have the ability to obtain within six (6) months of hire.