



Public Works Director Public Works

PW/1 - 645

JOB SUMMARY

This position is responsible for directing the operations of Division of Public Works, including the Road, Fleet Maintenance, Environmental Management, Solid Waste, Engineering, and Building and Grounds Departments and the county's Stormwater Utility and Transportation SPLOST programs.

MAJOR DUTIES

1. Assists with the planning, organization, and operational priorities of the Division of Public Works, including: Road, Engineering, Environmental Management, Solid Waste, Fleet Maintenance, Street Lights, Building and Grounds, Stormwater Utility, and SPLOST program functions.
2. Serves as the County Engineer and provides technical support to various county departments.
3. Assists with transportation planning, funding, and project delivery; represents the county at meetings with other local governments, regional planning agencies, and state and federal agencies.
4. Oversees implementation of the county's development regulations; reviews plans and other documents associated with land use and development.
5. Ensures compliance with applicable environmental rules and regulations.
6. Serves as Project Manager for a variety of county projects; establishes and maintains project scope, schedules, and budgets.
7. Manages the county's Transportation SPLOST program.
8. Hires, trains, assigns, directs, supervises, evaluates, counsels, and disciplines personnel.
9. Communicates with county staff, elected and appointed officials, property owners, NGOs, and state and federal agencies through meetings, written correspondence, presentations, etc.
10. Serves as county liaison with local, regional, state, and federal agencies for transportation planning, funding, and project delivery.
11. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of public works operations, engineering, solid waste management, and fleet maintenance.
3. Knowledge of engineering calculations and analysis.
4. Knowledge of computer modeling, database management, surveying, statistical analysis, algebra, geometry, and trigonometry.
5. Knowledge of transportation engineering and long-range planning.
6. Knowledge of hydrologic and hydraulic computations, environmental engineering applications, and environmental monitoring equipment.
7. Knowledge of computers and job related software programs.
8. Skill in the development and management of annual budgets.
9. Skill in the comprehension, interpretation, and enforcement of federal, state, and county regulations.
10. Skill in contract negotiations.
11. Skill in the analysis of construction plans and specifications.
12. Skill in the performance of civil engineering calculations and analysis.
13. Skill in public and interpersonal relations.
14. Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include federal, state, regional, and local laws, codes, and policies related to environmental protection, transportation, safety, building and development; technical manuals and policy paper issued by professional organizations; and manuals and policies papers of state and federal agencies. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures which change frequently contribute to the complexity of the position.
- The purpose of this position is to direct the activities of the Public Works Division. Success in this position contributes to the effectiveness of county government operations.

CONTACTS

- Contacts are typically with co-workers, engineers, surveyors, architects, contractors, developers, environmentalists, homeowners, regulatory agencies, the media, elected and appointed officials, planners, attorneys, civic organizations, realtors, and vendors.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed in an office environment while sitting at a desk or table and on field visits requiring standing and walking along roads and in construction zones.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Road Director (1), Fleet Maintenance, Environmental Management Director (1), and Engineering & Facilities Director (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the

influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain Georgia Soil and Water Conservation Commission certification.
- Possession of or ability to readily obtain Professional Engineer license by the State of Georgia.