

City of Americus, GA



Title: Director, Public Works
Class Code: 3401

JOB DESCRIPTION

General Description

The purpose of this class within the organization is to direct, plan, and manage the city's Water, Wastewater, Streets, Solid Waste, and Stormwater projects, programs, and services.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans, directs and supervises all departmental activities for Water, Wastewater, Streets, Solid Waste, and Stormwater division functions.
- Conducts administrative policy duties for the department including writing agendas, reports, preparing and monitoring annual budget, proposing ordinances and resolutions, and proposing policy changes, including contract compliance.
- Supervises and evaluates assigned staff; addresses employee concerns, directs work assignments, counsels and disciplines employees, and completes employee performance evaluation and appraisals.
- Manages response during emergencies to protect, repair, and maintain public infrastructure including roadways, traffic signals, stormwater systems, and public dams.
- Manages development of stormwater rate structure to fund stormwater annual operating and capital budget.
- Coordinates local public improvement projects with State and Federal officials according to relevant laws, rules, and regulations.
- Develops and manages short- and long-term capital budget programs to provide necessary infrastructure to serve the city.
- Responds to questions and complaints related to department activities and operations; provides information, assistance, and technical expertise; researches problems and initiates problem resolution.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures.
- Oversees city Shop operations, Water and Wastewater plant operations; monitors work performed by outside contracted vendor.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in the hard sciences such as Civil Engineering; or a Bachelor's Degree in Business Administration or closely related field; Requires six years progressively responsible

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experience in public works management or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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