



PUBLIC WORKS DIRECTOR

JOB SCOPE:

This position plans, organizes, and directs the functions of the Public Works Department. Work involves long range and current planning, directing and supervising personnel, ensuring the timely and efficient completion of projects involving public works and stormwater divisions, and the completion of the annual budget for the Departments. Work is performed under the general supervision of the City Manager.

MAJOR DUTIES:

- Plans, directs, and supervises public works employees in their duties for the parks, public works and stormwater departments maintenance of stormwater system, and building and grounds maintenance activities;
- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work to ensure optimal efficiency; reviews and evaluates employee performance;
- Ensures that work is done in compliance with State permits and regulations;
- Conducts regular inspections of the City's streets, parks, and rights-of-way to plan and schedule needed repairs and/or maintenance;
- Ensures maintenance, safety standards and functionality of City parks facilities for daily public use;
- Inspects work in-progress and ensures the timely and efficient completion of assigned Public Works projects, conducts re-inspections to ensure proper completion of repairs and maintenance;
- Responds to on-call for emergencies; supervises and conducts street clean-up efforts after accidents/storms, or other emergencies;
- Responds to public complaints regarding to work performed by maintenance crews, and stormwater system;
- Prepares annual departmental operating budget for the City Manager, based on analysis of projected needs and resources; reviews, approves and monitors expenditures within approved budget; reviews and recommends salary increases;
- Operates City vehicles including commercial grade trucks in absence of qualified personnel; trains new CDL driver personnel;
- Performs inventory and purchasing of necessary equipment and supplies for department;
- Presents proposed programs and projects to community groups;
- Inspects construction sites to ensure that City specifications and standards are met.
- Oversees the checking of plans and specifications for compliance with city ordinances and policies.

- Oversees the preparation of plans and contract specifications for city engineering projects and works with the city's procurement consultant to handle bidding and bid openings for these projects; oversees project progress and assists in directing projects as required.
- Oversees and reviews consultant's work for accuracy and professionalism; negotiates contracts; sees to the completion of contracts/projects.
- Provides counsel to all departments on matters of engineering and surveying.
- Reviews and submits recommendations on City planning and development issues relative to storm water.
- Performs field work, surveys, and site inspections; directs and reviews engineering work in the construction, maintenance, and repair of municipal Storm Water Drainage System.
- Answers technical questions and provides information to the public.
- Performs related duties as appropriate and investigates complaints of violation of City storm water policies.
- Patrols and monitors areas including demolition, new construction, renovation, housing violations and basic building and mechanical inspections.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain engineering and plan review requirements.
- Must be able to analyze a project to assure that transportation and hydraulic systems are in line with government standards.
- Prepares written reports of plan review and storm water inspections as specified by department procedures; issues warnings and citations when violations are proven.
- Maintains files and records related to storm water compliance; prepares a variety of written reports, memoranda, and correspondence.
- Checks site plans for adequacy of easements, storm drainage facilities, traffic flow, and parking.
- Researches, prepares reports, drafts specifications, and presents recommendations for special Storm Water Drainage System construction and improvement projects and Capital Improvement Programs.
- Performs Storm Water review of commercial and residential developments for the Development Review Committee; participates in a variety of special review boards and committees.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the general public for any engineering, surveying or construction issues.
- Develops, administers and enforces policies, rules and regulations of public Storm water system infrastructure for all existing, proposed improvements and new construction.
- Checks construction plans for site development, buildings, and subdivisions to ensure that the design meets all applicable codes and regulations.
- Is or can be certified to manage and comply with GDOT Local Administered Project (LAP) requirements.
- Directs, manages and enforces, through subordinate personnel that road signs, work zones, and worker safety apparel is in compliance with the current Manual on Uniform Traffic Control Devices (MUTCD).

- Develops, plans and schedules for meeting long-range department facility needs and service levels.
- Prepares and presents agenda items to the city council. Also attends city council meetings as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of management concepts, principles, and practices of Public Works administration and stormwater management and inspection;
- Knowledge of modern methods, techniques, and equipment as applied to the design, construction, repair, and maintenance of Public Works;
- Knowledge of City and departmental policies and procedures; knowledge of State Motor Vehicles Laws;
- Knowledge of uniform building codes, City codes and ordinances while fielding and rectifying customer complaints;
- Knowledge of the geography of the City;
- Knowledge of safety procedures in Public Works operations;
- Knowledge of State and Federal environmental policies and regulations;
- Knowledge of the material commonly used in construction, maintenance and repair activities as related to Public Works operations;
- Knowledgeable in the Manual on Uniform Traffic Control Devices "MUTCD" for work zone safety requirements, road sign minimum requirements as required by Federal Law and outlined in the MUTCD;
- Relevant knowledge or experience to coordinate emergency preparedness;
- Skill in proper operation and basic repair of machinery and trucks used in the maintenance of roads, grounds and buildings;
- Ability to understand and interpret design drawings, construction specifications, and contract documents;
- Ability to plan, direct, and supervise the work of subordinate personnel and the work of city contractors;
- Ability to be available for emergency calls on a 24-hour basis;
- Ability to prepare and maintain accurate reports and records;
- Ability to establish and maintain effective working relationships with Federal, State, and City agencies, City employees, City officials and the general public;
- Ability to participate in the development of long term plans and programs related to the City and the Public Works Department.
- Ability to work independently without specific instructions;
- Ability to communicate effectively with co-workers, the general public and members of diverse cultural and linguistic backgrounds.

Supervisory Controls: This work is performed under the general supervision of the City Manager.

Guidelines: Guidelines include City and departmental policies and procedures, City codes and

ordinances, policies and procedures regarding safe operation of vehicles and equipment, Federal and State guidelines and regulations, environmental rules and regulations, and departmental budget.

Complexity: The purpose of this position is to plan, organize and coordinate the daily operations of the Public Works Department.

Scope and Effect: Contacts are typically with elected officials, co-workers, contractors, developers, vendors, engineers, regulatory officials, attorneys, building inspectors and the general public.

Personal Contacts: Contacts are typically with co-workers, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, provide services, resolve conflicts and solve problems.

Physical Demands: This position requires routine sitting, walking and standing. The position requires lifting up to 100 pounds, climbing, crouching, kneeling and pulling.

Work Environment: The work is typically performed in an office. However, due to the nature of the organization and the on-site supervisory and inspection duties performed, considerable time is spent outdoors. Also, during occasional emergency situations, the incumbent may be exposed to extreme weather and working conditions.

Supervisory and Management Responsibility: This position is responsible for supervising all department employees of public works.

MINIMUM QUALIFICATIONS:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's degree from an accredited college or university in Civil engineering, Business Administration, Public Administration, or related field required or equivalent combination of education and experience in a relevant occupational area.
- At least 5-7 years of progressively responsible supervisory experience in a local government as a Public Works Director/Assistant Director or in a similar leadership position.
- Education requirements may be substituted with extensive work experience.
- Must possess a valid Georgia Driver's License. Satisfactory motor vehicle record (MVR).
- CDL preferred.
- Must be available for emergency call-ins on weekends, nights, and holidays.

The Public Works Director starting salary will be commensurate to the education and experience.. The City of Clarkston also offers an attractive benefits package, including health benefits,

retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.