

JOB DESCRIPTION

PUBLIC WORKS DIRECTOR

The person in this position is under the general supervision of the Mayor. The employee is directly responsible for the management of Street Maintenance operations and Parks Maintenance operations. The employee is responsible for implementing and enforcing policies relevant to each department as adopted by the Board of Mayor and Aldermen. The employee is responsible for supervising street and park maintenance employees and functions. Duties also include executing a variety of construction and maintenance tasks along with the other employees in the department. Independent judgement is used according to the situation and different courses of action must be taken to complete the department tasks.

EQUIPMENT – JOB LOCATION

- The employee will operate a computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle.
- The employee, at certain times, will operate a back hoe, dump truck, tractor with boom, and other small wheel equipment such as a tractor or mower, and other equipment as needed.
- The employee may be required to operate mobile radios, walkie talkies or use other means of communication with staff.
- Worked performed is generally outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust and loud noises. Some functions of the job will be performed indoors.
- The employee may be required to lift heavy objects weighing more than 24 pounds.
- The employee's work may expose him/her to high places, dangerous machinery and its moving parts, sharp tools, fumes, chemicals and/or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB

- Plans, develops, coordinates and administers departments providing construction and maintenance of city streets and parks, and other duties as assigned.
- Establishes procedures and work methods for the department to economically and efficiently utilize personnel and equipment, including, but not limited to areas of purchasing, inventory control, equipment and facilities maintenance.
- Directs the keeping of records and supervises the preparation of necessary reports.
- Provides for the instruction and training of personnel as needed.
- Assists in the department's budget process.
- Plans and recommends improvements in the activities under his or her jurisdiction.
- Assists in writing specifications, compiling cost estimates and recommendations to the Board of Mayor and Aldermen and/or approval of all departmental purchases.
- Initiates and maintains contact with consultants and reviews their work for the city.
- Directs and performs inspections of contract work, determines compliance and recommends to the Board of Mayor and Aldermen acceptance or non-acceptance of the work.
- Maintains satisfactory public relations through courteous and prompt attention to complaints.

- Plans, schedules, delegates and appraises work to be accomplished by subordinate supervisors and workers.
- Assists subordinates in assigning to specific duties on a project.
- Assists subordinates in determining the materials, equipment and supplies to be used on a project.
- Transfers personnel and equipment from one project to another as necessary.
- Assists by making recommendations concerning the hiring, promotion, discipline and/or termination of employees.
- Assures that operations and procedures of the department comply with federal and state occupational health and safety regulations.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Performs other duties as may be directed by Board of Mayor and Aldermen.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of modern management practices and techniques.
- Knowledge of fleet vehicle management and maintenance of equipment and facilities.
- Knowledge of the principles and practices of construction and maintenance supervision.
- Knowledge of practices used in the operation of heavy and light mobile track and wheel equipment.
- Knowledge of accepted road construction principles and practices.
- Knowledge of materials and equipment used in public works, public utilities and public facilities maintenance and construction work.
- Knowledge of the occupational hazards of work to be accomplished and supervised and the necessary safety precautions needed.
- Knowledge of laws and regulations regarding employee health, safety and employment practices.
- Knowledge of state and federal laws governing labor practices, and street and highway signage.
- Knowledge of researching and obtaining TDOT grants, or any other grant opportunities related to the areas of supervision.
- Ability to plan, organize, assign, supervise and inspect the work of subordinates.
- Ability to maintain inventory control and administer appropriate purchasing policies and procedures.
- Ability to implement innovative methods to provide more efficient and effective operations.
- Ability to keep routine operational and personnel records and make reports.
- Ability to express ideas and information clearly, concisely and effectively in writing and orally.
- Ability to establish and maintain an effective relationship with the public and other employees.

QUALIFICATIONS

- Graduation from an accredited high school or equivalent.
- Must possess a valid Tennessee driver's license, as well as a CDL Class B license.
- At least 5 years extensive responsible administrative and supervisory experience in the public works field.