
JOB TITLE:	DIRECTOR OF PUBLIC WORKS
DEPARTMENT:	PUBLIC WORKS
REPORTS TO:	MAYOR AND COUNCIL
POSITION NUMBER:	PW41000-01
STATUS:	EXEMPT

POSITION SUMMARY

This is a position responsible for technical and supervisory work in overseeing the city's Public Works Department. Work involves directing, planning, organizing, and coordinating the administrative, fiscal and technical aspects of the Water/Works, Storm Water divisions. This position is often involved in every level of work in each division and is expected to have extensive technical knowledge in many fields relating to the construction, maintenance, repair, and governance of water distribution systems, streets and public and private property. Work is performed with the guidance of the Mayor and Council.

MAJOR DUTIES AND RESPONSIBILITIES

- Develop and implements Water/Works and Storm Water division policies and procedures approved by City Council and prepares progress reports.
- Act as the liaison between the Mayor/City Council and the public by responding to inquiries and resolving conflicts.
- Develop materials for meetings of the City Council, attends all meetings, makes recommendations to the City Council as needed, and implements decisions made by the Council.
- Inform the City Council of significant financial and administrative affairs affecting the Water/Works and Storm Water divisions.
- Provide reports and information to the media as requested.
- Develop long- and short-term plans for all divisions of the Public Works Department operations.
- Prepare the annual budget for all divisions of the Public Works Department; monitors expenditures under the existing budget.
- Act as purchasing agent by overseeing the purchase of all supplies, materials, equipment and services for the Public Works Department.
- Respond to public or other inquiries relative to Public Work's division policies and procedures.

(Director of Public Works - continued)

- Maintain regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding Water/Works and Storm Water and services.
- Oversee assigned public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Interview prospective employees, makes hiring decisions, and trains city personnel in public works systems and techniques.
- Attend required training sessions in order to maintain accreditation and licenses.
- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment, and infrastructures of the Water/Works and Storm Water division.
- Determine applicable codes, regulations, and requirements for assigned Water/Works and Storm Water projects.
- Examine work for exactness, neatness, and conformance to policies and procedures in the Water/Works and the Storm Water division.
- Read meters 1-3 days dependant on diversions, leaks, replacements, etc. and disconnects and reconnects meters on delinquent accounts.
- Supervise the repair of all water leaks including: the installation of new water lines, weatherizing of water equipment according to season and flushing of hydrants on rotating basis.
- Evaluate Water/Works needs and formulates short and long term plans to meet needs in all areas of responsibility, including: streets, drainage, water and sewer maintenance; maintenance and repair of cemetery and buildings and grounds, and vehicle maintenance.
- Supervise and performs street maintenance and construction duties such as laying drainage pipe, setting grade, building catch basins, clearing rights of way, setting forms, pouring and finishing concrete, clearing drainage systems, and operating a jack hammer cutting holes and patching with asphalt.
- Coordinate the reviews and updates of street maps, storm drainage maps, data bases, and comprehensive plans.

(Director of Public Works - continued)

- Manage the maintenance of the Water/Works facilities and equipment.
- Operate equipment such as front-end loader, backhoe, dump truck, lowboy (to transport equipment to and from work sites), and a variety of hand and power tools such as a jack hammer and chainsaw.
- Supervise grading and setting up base for new street construction and building sites.
- Supervise the installation of storm drainage systems
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of theories, principals, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; applicable federal state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's personnel rules and policies; principles and practices of management and supervision. Must have a team – player philosophy and strong leadership skills. Ability to read and interpret engineering plans and technical specifications. Ability to plan, direct and integrate broad, comprehensive public works and utilities programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies.

(Director of Public Works - continued)

MINIMUM QUALIFICATIONS

Graduation from a four (4) year college or university with major course work in civil engineering or related field

Ten (10) years of progressively responsible civil engineering and public works or utilities experience, at least six (6) of which were at a management and supervisory level;

Five years experience supervising road work crews;

Ten years experience in road construction/maintenance;

Or, an equivalent combination of training and experience

Georgia Work Ready Certificate within 30 days of hire

Valid Georgia Driver's License must be maintained during employment

The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace, and Georgia Certified Work Ready City.