



City of Statham

Job Description: Public Works Director

EEO Function:

EEO Category: Professional

Status: Exempt

Pay Type: Salary

\$62,000 - \$73,000

I. Chain of Command/ Reports To

Mayor

City Administrator

II. Job 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 and Sewer, Storm Water, Roads, Parks and Recreations, Building and Grounds, and other city public utilities. 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 all the listed divisions. The role involves managing personnel, ensuring timely project completion, and developing the department's annual budget. The Director establishes major department policies and addresses complex administrative matters. Work is performed with the guidance of the Mayor, City Administrator and Council.

III. Essential Duties and Functions

- Plan, direct, and supervise daily operations of Public Works employees in Water and Sewer, Storm Water, Roads, Parks and Recreations, Building and Grounds, and other city public utilities. Schedule, assign, inspect, and evaluate work; provide training and monitor efficiency.
- Advertise for new positions, interview and recommend employees for hire to the Mayor and City Administrator, and manage personnel actions.
- Ensure compliance with State permits and regulations.
- Conduct regular inspections of streets, parks, and rights-of-way; oversee project completion.
- Develop and implement work schedules, methods, practices, policies, and procedures.
- Monitor permit requests and make zoning regulation decisions as necessary.
- Monitor, test, treat water and sewer systems in compliance with state and federal laws and regulations.
- Prepare and maintain reports for environmental agencies; inspect stormwater and erosion control complaints.
- Operate City vehicles; attend scheduled meetings and provide recommendations and reports to the Mayor, City Administrator, and Council.

- Coordinates with public works crew leaders in planning, scheduling, and inspecting work.
- Monitors crews for quality, efficiency, and accuracy; provides leadership and training.
- Inspects contractor work for compliance with City policies and safety regulations.
- Develops and conducts training programs; reviews certifications for compliance.
- Reviews purchase requisitions, approves conformity, and maintains accurate records.
- Acts as the Safety Coordinator; inspects streets and sidewalks for repairs.
- Performs manual labor, equipment operation, and participates in emergency response activities.
- Meets with developers, vendors, elected officials, committees, and citizens as needed.
- Performs other duties as assigned and required by the Mayor and/or City Administrator.

IV. Knowledge, Skills, and Ability:

- Management concepts, principles, and practices of Public Works administration.
- Stormwater principles, erosion and sediment control measures, accounting, and budgeting.
- City ordinances, zoning regulations, and City policies.
- Geography of the City, safety procedures, and State/Federal environmental policies.
- Ability to plan, supervise, communicate effectively, and work in extreme weather conditions.
- Ability to prepare and review financial documents and budget
- Ability to maintain confidentiality
- Ability to present financial documents.
- Ability to operate a computer with working knowledge of analytical spreadsheets, standard financial software
- Ability to use to use Public Works equipment and tools.
- Ability to pass drug testing as noted in policy
- Skill in understanding and following oral and/or written instructions
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Minimum Qualifications

- Minimum of (4) years of progressively responsible experience in a Public Works department or managerial position. Public works management experience preferred.
- State of Georgia Level 1, 2, 3 Water/Wastewater Certification. Ability to continue education towards higher level of certification and pass State certification.
- Possession of a valid State of Georgia driver's license.
- Work evenings, weekends and/or holidays as required.
- Administrative and Managerial experience in local government; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

VI. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse, operate heavy equipment and tools in outside environments. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Working Conditions:

This position works in an office environment and also in outside environments.

VIII. Supervisory Controls/Responsibility:

Provides direction and guidance to other employees and oversees employees' day to day activities and helps on assigned projects.

Send resumes to cvenable@cityofstatham.com

Some Benefits: Health Insurance, Dental Insurance, Vision Insurance, Life insurance, 12 Paid Holidays, Paid STD, Take Home Vehicle, Paid Continuing Governmental Education, Contribution Retirement Plan, And More, Small City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.