

Code: 0805

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR, PUBLIC WORKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional work by planning, directing, and managing the activities and daily operations of the Public Works Department including public works, landfill, animal control, facilities, and County shop functions. Supervises, trains, evaluates and disciplines subordinates, prepares and manages the budget, reviews and interprets plans, prepares specifications, participates in project management, and handles various customer service and administrative tasks. Complies with Department of Agriculture and Department of Natural Resources Environmental Protection Division (EPD) standards and procedures. Also oversees all road construction/resurfacing projects to ensure all contract requirements have been implemented; writes RFPs and manages bid process and projects to completion.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Knowledge in principles of effective management skills; supervises, directs, and evaluates assigned supervisory, technical, and clerical staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; assigns, reviews and inspects work of supervisors and crews; establishes and maintains various work schedules; enforces the County personnel policy.

Plans, directs, manages and monitors all activities and functions of the Public Works Department including public works, landfill, animal control, facilities, and shop activities; ensures departmental compliance with established rules, regulations, policies and procedures, and local, State and Federal regulations; provides recommendations and implements revised or new guidelines to facilitate safe and efficient operations within the department.

Maintain strong working relationships with the county officials, employees, contractors, the general public, and representatives of other agencies; receives and reviews citizen and commission requests, concerns, and complaints; investigates claims involving public works areas against the County; prepares responses and implements or delegates actions in response; monitors situations and initiates further action as necessary; participates in various public relations activities such as presenting school programs and community development programs.

Coordinates, prepares, manages and monitors the departmental budgets for public works, landfill, animal control, and facilities activities; provides input in developing annual budget; reviews and approves budgetary spending ensuring compliance with budgetary guidelines; prepares estimates and forecasts for upcoming projects; anticipates expenses.

Performs various project management tasks from development of scope to completion of work; reviews, reads and interprets engineering plans for projects and provides input and recommendations; prepares bid specifications and monitors bid process; interacts and directs activities of subordinates and outside contractors performing project work; prepares work and project plans including time frames for completion; interacts and

coordinates other County departments involved in projects; monitors progress and ensures compliance with approved bid specifications; handles related problems and issues with projects.

Oversees all road construction/resurfacing projects to ensure all contract requirements have been implemented; writes RFPs and manages bid process; writes contracts under advisement of the County Attorney and ensures project is completed satisfactorily via the terms of the contract; communicates with contractors and monitors project progress.

Monitors the activities of the County shop; oversees maintenance and repair of County vehicles and equipment; monitors and participates in fuel system maintenance; assists in maintaining shop inventory for County vehicles and equipment.

Attends and participates in safety committee meetings and trainings; conducts regular safety courses and trainings with employees; in conjunction with Human Resources personnel, responds to accident situations by implementing safety rules and guidelines to prevent future injuries when possible.

Plans, coordinates and implements various special projects; plans and implements mosquito spray and roadside weed spray programs.

Operates a personal computer, phone system, fax machine, scanner, copier and other office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing and other system software; operates a pick-up truck as well as various department equipment and machinery as needed.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Engineering or closely related field; six to nine years of experience in construction management, public works administration or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia Class A Commercial Driver's License (CDL) with TPX endorsements. Must also possess and maintain a Local Administered Project (LAP) Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, or rude/irate customers.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.