

TITLE: Public Works Director

PW-ADM/1

DEPARTMENT: Public Works - Administration, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of the Engineering, Fleet, Road, Street Light, and Solid Waste Departments.

MAJOR DUTIES:

- o Plans, organizes, and directs operations within the Division of Public Works, including Road, Engineering, Solid Waste, Fleet, and Street Light Departments; develops budgets and goals; tracks performance.
- o Serves as the Director of the Engineering Department/County Engineer; performs day-to-day budgeting, management, and technical activities in support of the department.
- o Assists with transportation planning, funding and construction; represents the county at transportation meetings with the Georgia Department of Transportation and the Atlanta Regional Commission.
- o Oversees and actively participates in the implementation of the county's environmental programs, including NPDES permitting, stormwater management, pollution prevention and good housekeeping, illicit discharge, and floodplain management.
- o Implements and enforces the county's Development Regulations; participates in the adoption and revision of regulations.
- o Administers contracts associated with the county's solid waste landfill and transfer station, including post-closure monitoring, groundwater remediation, and transfer station operations.
- o Oversees and participates in the plan review and permitting process.
- o Investigates and responds to customer service requests.
- o Performs in-house engineering services, included computer aided design and drafting, hydrologic and hydraulic, modeling, road design, transportation studies, site design, and permitting.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.

- o Knowledge of public works operations, engineering, solid waste management, and fleet maintenance.
- o Knowledge of engineering calculations and analysis.
- o Knowledge of computer modeling, database management, surveying, statistical analysis, algebra, geometry, and trigonometry.
- o Knowledge of transportation engineering and long-range planning.
- o Knowledge of hydrologic and hydraulic computations, environmental engineering applications, and environmental monitoring equipment.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in the comprehension, interpretation, and enforcement of federal, state, and county regulations.
- o Skill in contract negotiations.
- o Skill in the analysis of construction plans and specifications.
- o Skill in the performance of civil engineering calculations and analysis.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES: Guidelines include federal, state, regional, and local laws, codes, and policies related to environmental protection, transportation, safety, building and development; technical manuals and policy paper issued by professional organizations; and manuals and policies papers of state and federal agencies. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

Public Works Director, Public Works

Page 3

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures which change frequently contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Public Works Division. Success in this position contributes to the effectiveness of county government operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, engineers, surveyors, architects, contractors, developers, environmentalists, homeowners, the media, elected and appointed officials, planners, attorneys, civic organizations, realtors, and vendors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Road Superintendent (1), Public Works Administrative Assistant (1), Fleet Maintenance Superintendent (1), Environmental Engineer (1), and Development Engineer (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of

EXEMPT/HIPAA/IWE

employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain Georgia Soil and Water Conservation Commission certification.
- o Possession of or ability to readily obtain Professional Engineer license by the State of Georgia.