



Job Title: Public Works Director
Department: Public Works
Grade: 31 Hiring Range: \$58,940.82-\$91,358.27
Apply at: Human Resources Department, City Hall, 601 Gloucester St., (2 nd Floor) Brunswick, GA 31520, an Equal Opportunity Employer or www.brunswickga.org/human-resources
Position Open: October 7, 2016 (5:00 p.m.)

Job Summary

Under administrative direction of the City Manager, plans, organizes, and directs all public works projects, programs and services to include maintenance and construction of streets, sidewalks, bridges, right-of-ways & drainage areas; maintenance and management of City properties, cemeteries, parks and squares; and vehicle and equipment maintenance and repair services. Responsible for administration, operations, short and long-term planning. Participates as a member of the organization's top management team supporting the overall goals and objectives of City government. Work is evaluated through personal conference with regard to accomplishment of overall work program and budget, accuracy of cost and work estimates and cost controls, for quality of work of support staff, timeliness of assignment completion and results obtained. Performs other related duties as assigned, in support of customer needs and organizational objectives.

Essential Functions of the Job

1. Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department. Services include but are not limited to maintenance and construction of streets, bridges, sidewalks, rights-of-way, ditches and other drainage structures; installation, maintenance, and repair of traffic and street signs and marking traffic lanes; maintenance of cemeteries, parks, squares, and other City properties.
2. Provides garage maintenance and repair services for all City-owned or leased vehicles and equipment. Provides for the regular care and maintenance of Public Works vehicles and equipment.
3. Facilitates financial, physical, and human resources sufficient to support program activities, services, projects and facilities. Regularly evaluates the adequacy and cost effectiveness of resources. Makes appropriate modifications. Reviews and approves all requests for materials and equipment.
4. Oversees the selection, training, and performance evaluation of all employees. Provides for the training, and proper instruction of staff. Manages performance standards and programs throughout the department. Guides, coaches and assists employees in professional development. Ensures that employees work safely, efficiently, and effectively.
5. Determines work procedures, prepares work schedules, and expedites work flow. Inspects the progress and status of all work projects and services regularly.
6. Approves all City right-of-way permits.

Public Works Director

7. Prepares budget documents, reports, records, and written communications in support of departmental operations.
8. Maintains close communications with the City Manager and keeps the Manager informed at all times.
9. Maintains close communications and working relationships with other City Department Heads in order to coordinate and expedite work.
10. Responds to emergency calls for assistance including road blockage, clean-up, fallen trees, natural or man-made disasters. Coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
11. Oversees project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budgetary parameters.
12. Responds to public inquiries regarding services or complaints. Evaluates issues and options, makes recommendations, and advises the City Manager.
13. Maintains effective working relationships with contractors, vendors, local, state and federal agencies involved in public works projects, programs, or services.
14. Monitors the local environment and interagency actions which may affect public works projects, programs, and services.
15. Evaluates departmental policies and standards, monitors work performed in accordance with policies and standards, and modifies same for improved efficiency and effectiveness.
16. Manages cost accounting and maintenance management system.
17. Responsible for maintaining NPDES permit and compliance.
18. Responsible for oversight of contracted sanitation services.

Other Tasks and Responsibilities Performs other related duties as appropriate in support of customer needs and organizational goals.

Knowledge, Skills, Abilities, and Other Characteristics:

1. Considerable knowledge of civil engineering and public works principles, practices, and method as applied to a municipal setting.
2. Broad-based knowledge of typical municipal public works projects, programs, and services.
3. Knowledge of applicable laws and regulations affecting public works activities.
4. Knowledge of the use automated applications to support administrative activities.
5. Ability to prepare short and long-term plans and budgets for a comprehensive public works program for the community. Ability to plan for appropriate resources and to provide services within budget.
6. Ability to read blueprints and working drawings for construction and maintenance projects.

7. Ability to design programs, organize, staff, and direct the full range of activities to support programs and services.
8. Ability to direct and manage the cost effectiveness of program activities including sanitation, streets & drainage, properties and cemetery maintenance, and garage services.
9. Ability to evaluate effectiveness of programs and to make appropriate modifications.
10. Ability to manage work, lead others, to delegate responsibility, to train, guide, and develop the skills of staff, and to effectively evaluate performance.
11. Interpersonal communication skills sufficient to develop and maintain effective business, community, and organizational relationships. Ability to communicate effectively, orally and in writing. Ability to speak before a small group.
12. Ability to work as a member of the management team and to promote the goals and objectives of the overall City government organization.
13. Ability to maintain accurate records, to prepare effective reports, and to make effective presentations.
14. Ability to serve as a positive role model. Ability to help create a positive work environment which encourages individual and team growth and development. Ability to assist in positive conflict resolution.
15. Ability to gather and deploy resources appropriate for the task.
16. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and to resolve or recommend problem resolution.
17. Ability to manage multiple tasks, and to be flexible in changing priorities. Ability to organize, schedule, and prioritize work effectively and to assist others in same. Ability to manage time such that deadlines are met.
18. Ability to maintain confidential information.
19. Ability to effectively balance the needs of the organization with those of the individual employee or citizen.
20. Willingness and ability to demonstrate commitment to the job, team and organization.
21. Willingness and ability to perform other related duties, as appropriate, in support of customer needs and organizational goals.

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

Bachelor's degree from an accredited four-year college or university with major coursework in public administration, building construction, civil engineering, or related field supplemented by ten (10) years work experience in planning and implementing community public works programs and services including eight (8) years management experience; OR an equivalent combination of training, education, and/or experience. Safe driving record and valid driver's license. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background check required.