



**PUBLIC WORKS DIRECTOR  
PUBLIC WORKS  
JOB DESCRIPTION**

**JOB SUMMARY**

This position is responsible for planning, organizing and directing the operations of the various branches of the Public Works department in Evans County while following approved current budget.

**MAJOR DUTIES**

- Supervises, guide, monitor and instruct staff and contractors while working at various county locations
- Responsible for planning, organizing and directing the operations of road projects, road maintenance, landfill operation and service operation
- Monitors landfill operation making sure to stay within environmental compliance at all times
- Supervise, guide, monitor and direct all branches of Public Works organization
- Monitors, manage and update work order system and SOP's for Evans County Board of Commissioners
- Must be able to train new supervisors and employees in approved organizational policies and procedures
- Report directly to County Administrator all concerning all public transportation and landfill issues
- Develop the proposed annual budget and present to the County Administrator; monitors expenditures in current budgets
- Assist County Administrator in planning capital projects
- Creates, audits and monitors department inventory policy making sure that good inventory practices are being upheld
- Creates capital asset replacement schedule
- Must be able to read blueprints and interpret work needed to be accomplished
- Must be able to shoot grades and determine elevations for establishing estimates for dirt, asphalt, etc. as needed for projects
- Must be able to monitor contractors holding them to approved contracts
- Interviews, hires, supervises and evaluates the work of department personnel: disciplines employees as needed
- Develops the proposed annual department budget and presents to the County Administrator; monitors expenditures under the current budget
- Assist the County Administrator in planning and scheduling construction projects
- Responsible for recording project information in approved county reporting system
- Performs all other duties as assigned

**KNOWLEDGE REQUIRED BY THE DIVISION**

- Knowledge of roadways, bridges, drainage systems
- Knowledge of construction and demolition landfill
- Knowledge of County policies and procedures
- Knowledge of federal, state and local laws relevant to department operations
- Knowledge of the geography of the county, including road/street names/locations, and utility locations
- Knowledge of Public Administration
- Employee Management

- Budget Management
- Construction Plan/Blueprint Interpretation
- Scales and weighing equipment
- Vehicle
- Heavy Equipment
- Computer
- General Maintenance Equipment
- GPS Equipment
- Various Tools and Hardware
- Training Staff

### **SUPERVISORY CONTROLS**

The County Administrator assigns work in terms of general instructions. County residents may call to notify the Public Works director of issues pertaining to county-maintained roads and rights of way. Completed work may be checked for accuracy, compliance with procedure and the nature of propriety for results.

### **GUIDELINES**

Guidelines include Federal, State and Local laws and regulations such as codes and policies. These guidelines are generally clear and specific but may require some interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related duties in maintaining and improving the county road system of Evans County. The amount of paved and unpaved roads deemed as county-maintained contributes to the complexity of the work.
- The purpose of this position is to maintain and/or construct the county roads of Evans County as necessary. Successful performance helps ensure the positive appearance of the county government.
- The work consists of related duties in operating the open and closed landfills of Evans County. The amount of customers and waste contributes to the complexity of the work.
- The purpose of this position is to operate and maintain the open and closed landfills of Evans County as necessary. Successful performance helps ensure the positive appearance of the county government.

### **CONTACTS**

- Contacts are typically co-workers, other county employees, county administrator, county attorney, elected officials, vendors, consultants, contractors and citizens
- Contacts are typically to give exchange information, resolve problems and provide services

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Ability to lift up to 50 pounds
- Ability to work in hot or cold working environments
- Ability to sit, stand or stoop over for long periods of time
- Ability to receive and follow instructions and communicate both orally and in writing
- Work is typically performed outdoors and in a garage. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemical, paint fumes and occasional inclement weather. The use of protective devices is required.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Public Works Director directly supervises the public works department of Evans County. The Public Works Director will also supervise contractors for capital projects pertaining to the public works division.

**MINIMUM QUALIFICATIONS**

- Must be at least 18 years of age or older
- Must be able to become certified as a licensed landfill operator in the State of Georgia
- Valid Georgia Driver’s License
- Ability to create and follow scheduled various types of road and landfill bodies of work
- Ability to lead and train 15 or more employees
- Ability and knowledge of all equipment
- Ability to read and interpret Construction Blueprints/Plans
- Ability to manage annual budget
- Background in Road Construction, repair and maintenance
- Ability to deal with people in a courteous manner and communicate effectively both orally and in writing
- Ability competently operate equipment in a safe, proficient manner
- Bachelor’s degree with five or more years of experience directly related to the major duties of this position; or High school diploma or equivalent (GED) with ten or more years of experience directly related to the major duties of this position

**EMERGENCY EVENT CATEGORY**

Essential

**GRADE**

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**This job description is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job related tasks other than those stated in this description.**

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Employee Print Name	Signature	Date
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County Administrator Print Name	Signature	Date
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