

**CITY OF SAVANNAH
JOB DESCRIPTION**

JOB TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: Public Works

CLASSIFICATION: Exempt/Regular Full-Time Employee

REPORTS TO: City Manger

PREPARATION DATE: March 15, 1995

REVISION DATE: October 7, 2020

DEFINITION:

The employee is responsible for management of the Public Works Department including planning, organizing, and directing the overall work and activities of the streets, right-of-way, facility maintenance, stormwater drainage, and over-sight of contract sanitation services. Duties also include executing a variety of construction and maintenance tasks under the general supervision of the City Manager including implementation of a long-term street resurfacing program. Is responsible for ensuring that the Department complies with applicable Federal, State and Local Regulations.

Independent judgment is used according to the situation and different courses of action may be taken to complete the Department tasks. Must be team-oriented and able to communicate well with the public.

EQUIPMENT/JOB LOCATION:

The employee will operate light duty vehicles, cell phone, and a variety of modern office equipment such as a calculator, copy machine, computer, etc.

Employee supervises public works operations throughout the City. The employee routinely works both indoors and outdoors and may be exposed to extreme weather conditions.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, schedules, develops, organizes, coordinates, directs and provides overall supervision of the personnel, programs and activities related to the operation and maintenance of the streets, right-of-way, facilities, and stormwater drainage including the over-sight of contract sanitation services.

Supervise regular and temporary employees, including making recommendations relative to hiring, promotion, layoffs or suspensions, disciplinary actions, termination, and the adjustment of grievances and performance evaluations. Coordinate the supervision and support of prison crews when available.

Review crew sizes, work and maintenance methods, and construction practices to ensure that work is being carried out in the most efficient and economical manner.

Assist in preparation of the Department budget and cost projections of materials and equipment for street projects; assist in the development and coordination of annual project schedules and plans for City overlay, seal, crack sealing, and concrete repair projects; and assist in the coordination of the Department's maintenance of the City's transportation system and infrastructure.

Prepare specifications and cost estimates for subcontract, tools, equipment and/or material bids. Review bids and contracts for recommendations. Supervise inspection and recommends acceptance of contract construction.

Inspect new subdivision streets to ensure construction compliance with City building codes.

Attends weekly staff and monthly City Commission meetings as directed by City Manager.

Attend various State and Local meetings in official capacity as the Department and/or City Representative.

Performs administrative activities of the Department, including financial management (control and expenditure of Department annual budget appropriations including capital outlay procurement), personnel and long-range planning.

Coordinates formal and on the job training programs for recruits and personnel development.

Develop and implement specific safety programs for the Department to monitor, assess, and identify risks and opportunities to create a culture of safety first.

Prepares and maintains records and reports as required for the Department.

Direct and manage the activities assigned to the personnel and equipment of the Department to address emergency response and recovery needs of the City.

Receive, investigate, and resolve citizen complaints in an efficient and conciliatory manner within Department/City regulations.

May be required to lift more than 25 pounds.

Must be able to maintain an effective working relationship with employees of this Department and other City Departments.

Perform other such duties and responsibilities as may be necessary or incidental to the proper performance of this position.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of the methods, tools, materials, equipment, and practice used in planning, design, maintaining and repairing streets, stormwater drainage, landscaping and grounds maintenance, and general construction work.

Knowledge of the types and uses of automotive and related equipment required in the maintenance of streets.

Knowledge of the correct operation, maintenance, and repair of light, heavy, and specialized street equipment.

Knowledge of garbage collection equipment and methods and the principles of a sanitation service.

Knowledge of the occupational hazards and necessary safety requirements and procedures related to the work performed by the Department.

Knowledge of personnel policies and procedures.

Knowledge of Federal, State and Local regulations pertaining to the operation of a Public Works Department.

Ability to select, supervise, train, and evaluate the workers performing manual, semiskilled, and skilled activities.

Ability to understand and effectively carry out oral and written instructions.

Ability to establish effective working relationships with subordinates, employees, and the general public.

Ability to collaborate effectively with other Departments and governmental entities.

Ability to perform mathematical computations for cost and budget projections and to organize and exercise technical supervision and decision making.

Ability to prepare clear and concise administrative and financial reports and maintain an organized records system.

Ability to determine and assign priorities in emergency conditions.

Ability to work extended hours in adverse weather conditions when required.

QUALIFICATIONS:

Any combination of training and experience equivalent to:

Graduation from a standard high school, preferably supplemented by two-year college level course work in management, construction, engineering, or higher administration.

Minimum seven years supervisory experience in construction, maintenance, equipment operation, or related fields of public works.

Team oriented and able to communicate well with the general public.

Must pass a physical and drug screen by licensed physician.

Must possess a valid Tennessee driver's license.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

Employee Signature

Date