City of Forsyth

Job Description

JOB TITLE: Public Works Director (Streets & Beautification)

POSITION: 200-205

FLSA STATUS: Exempt

REPORTS TO: City Manager

**JOB SUMMARY:**

The Public Works Director is responsible for planning, organizing, and directing the activities of the Public Works Department with street maintenance, beautification, and general maintenance projects as necessary including cemetery and recreation. Supervises and coordinates the work of division staff, ensuring that all safety policies and procedures are followed. Work is performed independently under the general supervision of the City Manager.

## QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

* Responsible for planning, developing, and directing the City of Forsyth’s Public Works Streets Division’s, Cemetery and Recreation programs, services, and resources.
* Responsible for monitoring the daily work of assigned personnel, assigning daily work to supervisors, prioritizing work, and ensuring policies and procedures are carried out correctly.
* Trains, advises, supervises, and disciplines division personnel as appropriate.
* Identify maintenance and repair needs and recommend corrective action.
* Assists with maintenance work and repairs as necessary.
* Responsible for the inventory of street maintenance supplies.
* Responds to emergency situations, schedules response crews, allocates necessary supplies and equipment, directs activities, and supervises work.
* Ensures a safe work environment and actively pursues means and methods to reduce risk.
* Responsible for addressing community concerns in relation to Public Works while in the field.
* Responsible for coordinating with contractors.
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Public Works Director must be knowledgeable of the following principles, procedures, and concepts:

* Knowledge of public works principles and practices, construction and maintenance standards, methods, materials, equipment, and costs.
* Knowledge of relevant laws, ordinances, and city departmental policies and procedures.
* Skill in planning, assigning, managing, and instructing the work of technical personnel.
* Skill in the use of computers and general office equipment.
* Ability to manage multiple tasks under strict deadlines.
* Ability to communicate effectively, both orally and in writing.
* Skills in public and interpersonal relations.
* Ability to lift, move, and carry objects weighing up to 100 pounds.

## MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

High school diploma or GED, bachelor’s degree preferred, with course work in public administration, civil engineering, construction management, or a related field; supplemented by a minimum of five years previous experience or progressively responsible experience in public works; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

The Public Works Director is responsible for supervising all employees in the Streets Division.

**TRAVEL:**

The Public Works Director travels frequently throughout the City of Forsyth and is sometimes required to travel to various locations throughout the state for meetings, conferences, workshops, etc.

*(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS*

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The employee must meet the physical demands in order to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed with the employee intermittently sitting, standing, stooping, or walking; occasionally lifting light and heavy objects; climbing ladders; and using tools that require a high degree of dexterity.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The work environment is performed in an office or outdoors with frequent exposure to noise, dust and dirt, smoke and fumes, machinery, and inclement weather. Work requires the use of protective devices such as hard hats, gloves, and masks. The employee is required to be on call after work hours.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Forsyth to explain the essential duties that I am expected to perform.*

*Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*