The City of Forsyth is accepting applications for Public Utilities/Project Manager. Qualified applicants should download an application at www.cityofforsyth.net and submit applications and resume to Janice Hall via hand delivery at 68 N Lee Street or via email to jhall@cityofforsyth.com or mailed to City of Forsyth, PO Box 1447, Forsyth Ga 31029. The City of Forsyth is an EOE and a Drug Free workplace. Salary is dependent upon qualifications and experience.

JOB TITLE: **Public Utilities/Project Manager**
REPORTS TO: **City Manager**

SUMMARY:
Performs highly responsible professional, administrative and technical work involved in planning and directing of the electric and public works activities in all aspects. Also oversees the review of all permits and licenses for drainage, paving, site improvements, public improvements for land subdivisions; the maintenance and repair of cemetery and park buildings and grounds; and vehicle maintenance. Supervises and participates in the construction, maintenance, and repairs of the City's public utility system. Work involves responsibility for the operation and efficiency of the electrical system. Supervision and direction are exercised over the supervisors of the electric, public works and vehicle maintenance departments. Position is subject to standby and call-out duty. Position is also subject to random drug and alcohol testing.

Work involves the responsibility for long range and current planning, survey, design and inspection of all contract engineering projects. The employee delegates day-to-day activities to supervisory staff but performs unusual tasks which require a high degree of skill and technical knowledge personally. The employee exercises independent judgment and discretion on all technical matters within the departments subject to guidelines set by 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.

- Oversees the supervision of all activities relating to the construction, maintenance, and operation of an electric distribution system; the public works department which includes but not limited to upkeep of cemeteries & parks, ROW cutting, roadway & sidewalk repairs, and related duties; and the fleet maintenance department.
- Assists in planning and designing rebuilding projects and in specifying type of equipment and hardware.
- Supervises and maintains citywide street lighting.

- Oversees the selection and requisitioning of all materials, equipment, and hardware used in the departments.
- Furnishes reports and data regarding electric distribution system to City Manager.
- Assists in the planning and designing of all new construction, selecting routes, type of construction, equipment, and hardware.
- Coordinates the application process for State D.O.T. permits.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operating.
- Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.
- Performs administrative tasks to manage the departments including maintaining awareness of state and federal safety requirements. Monitor operations to assure a safe working environment, provide for necessary safety requirements and training.
- Review plans and oversee public and private (developer) construction projects. Coordinates the duties of the City's Civil Engineer in completion of capital projects.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Oversees project management for the construction of assigned public works projects
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of reviews and updates street maps, storm drainage maps, data base, and comprehensive plans.
- Oversee the maintenance of infrastructure and other records.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Public Utilities/Project Manager must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of electrical construction, maintenance and repair practices and procedures.
- Knowledge of electrical theory and practices.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of electrical lines, transformers, and voltage.
- Knowledge of civil construction and inspection standards, Georgia Department of Transportation (G-DOT) Standards and Specifications and G-DOT Design Manual.
- Ability to perform a broad range of supervisor responsibilities over others.
- Ability to develop a positive working environment and effectively utilize all employees.
- Ability to effectively communicate city plans, policies and programs orally and in writing with a broad range of individuals.
- Ability to organize, direct and coordinate the activities of several divisions –parks and recreation including cemetery, solid waste management, fleet maintenance, and electric lineman crews.
- Ability to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.
- Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:
The Public Utilities/Project Manager should possess, at a minimum, a valid high school diploma or GED equivalent, plus extensive work experience with electrical distribution systems and public works in a supervisory capacity. Thorough knowledge of G-DOT requirements and regulations pertaining to electrical systems and public works is required.

NECESSARY SPECIAL REQUIREMENTS:
- Possession of a valid Georgia Motor Vehicle Operator's License.
- Possession of a valid Commercial Driver's License of the appropriate class.
- Possession of necessary MEAG certificates or ability to obtain.

SUPERVISORY CONTROL AND RESPONSIBILITIES:
The Public Utilities/Project Manager is responsible for the supervision of all employees in the Electrical, Public Works, and Fleet Maintenance Departments and reports directly to the City Manager.

TRAVEL:
The Public Utilities/Project Manager is required to travel to various job sites in the local area.

(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 in order to give or exchange information, resolve problems, and/or provide service. Primary communication is between City of Forsyth staff and the general public.

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

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the position, the employee is regularly required to stand, sit, stoop, bend, lift, or carry heavy objects up to and exceeding 50 pounds.

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 the essential functions. The work environment is both indoors in an office environment and outdoors including working in a variety of inclement weather conditions. Conditions also involve working around hazardous high-voltage energized lines and equipment.