



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

DIRECTOR OF PUBLIC WORKS
DAWSON COUNTY PUBLIC WORKS
Full-Time/Salary/Exempt

JOB SUMMARY

The purpose of this classification is to perform complex administrative and supervisory work responsible for directing the daily operations and long-range planning of the Public Works Department which is comprised of Administration, Engineering, Roads and Bridges, Solid Waste, and Stormwater/Environmental. Work involves planning, prioritizing and overseeing the activities of the divisions with the department. The position reports to the County Manager. Directs efforts to coordinate activities of outside contractors engaged in bridge and road construction.

ESSENTIAL DUTIES

- Plans, directs, organizes and schedules work of all County Public Works Divisions.
- Coordinates interviews, hiring, and evaluates performance of subordinates engaged in the direction of each division; oversees the direction of employees and inmate workers engaged in landfill, recycling, and the maintenance of roads, bridges, drainage systems and rights-of-way.
- Confers with County Manager with respect to annual project development, long-range plans and proposed/projected projects, confers with other County officials on issues of mutual problems.
- Directs, reviews work and provides advice to subordinates on policies, procedures, practices and problems; and assists with selection, orientation and training of new personnel.
- Exercise a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all Public Works employees.
- Approves/generates cost and material estimates; oversees maintenance of records and reports pertaining to operations of Roads, Bridges, and Landfill Operation.
- Maintains good public relations with general public; attends public meetings with citizens groups to exchange information and assists in resolving conflicts with the public by responding to citizens' problems, complaints, and questions regarding public works such as road work, stormwater management, solid waste, and other public works areas.
- Serves as technical expert in the area of Public Works providing supportive data.
- Administers County SPLOST program.
- Project Management oversight on capital projects/special projects.
- Develops and manages departmental goals and objectives; coordinates and oversees the work of each division, including the construction and maintenance of roads and bridges, SPLOST projects, and county wide capital projects.

- Develops and administers departmental budget; prepares budget proposals and oversees the department's purchasing activities; performs financial responsibilities such as coordinating the preparation of capital improvement and operating budgets for the Public Works Department; generates revenues; monitors and projects expenditures up to County authorized limits, prioritizing capital projects and equipment items, and implementing procedures to increase efficiencies.
- Prepares and submits to the board of Commissioners a priority list of recommended road and bridge improvements including grading, paving, and resurfacing.
- Prepares and submits to the Board of Commissioners annual SPLOST program and recommended future program.
- Serves as the primary point of contact for all projects and operations of the department.
- Serves as the technical liaison between the county and the Georgia State Department of Transportation in securing and implementing contracts for state-funded improvements on roads and bridges; and reports on activities to county and elected officials.
- Attends commission meetings as needed and advises the Board on Public Works matters.
- Maintains and updates professional knowledge; reads new laws affecting work and standards; attends training programs, seminars, workshops, and meetings as necessary or required.
- Serves as the department liaison to the Emergency Operations Center when activated during a disaster or other emergency.
- May serve as on-call personnel for after hour events and incidents, including traffic light malfunctions, traffic flagging operations and other traffic or transportation related events.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of materials, techniques and equipment used in road, bridge, and other public works construction, vertical construction both residential and commercial, and special capital projects
- Knowledge of theories, principles, and practices of civil engineering as applied to major public works projects, vertical construction and special capital projects.
- Knowledge of principles and practices utilized in the inspection and testing of materials used in the construction of roads, bridges, and other projects, and vertical construction and special capital projects.
- Ability to interpret intent and meaning of contract provisions plans, and specifications involved in highway construction.
- Ability to organize, interpret, and analyze technical engineering reports.
- Knowledge of State and Federal laws regulating sanitary landfill operations.
- Knowledge of municipal budgeting procedures and multi-funded financing operations.
- Knowledge of storm drainage methods and practices.
- Knowledge of automotive and equipment repair and maintenance procedures.
- Knowledge of state SPLOST laws.
- Skill in negotiating and administering contracts.
- Ability to read, understand, and interpret engineering/construction plans.
- Ability to select, develop, organize, motivate and effectively utilize staff.
- Ability to plan, direct and manage a number of diverse but related activities.

- Ability to establish and maintain effective working relationships with employees, contractors, utility companies, City and County officials and the general public.
- Ability to communicate clearly and effectively, both orally and in writing.

GUIDELINES

County ordinances, construction plans, relevant state laws, SPLOST state laws, zoning regulations, and standard codes for road construction. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY

The work consists of varied executive level project management duties. The variety and number of codes that are to be followed and the need to interpret them for county staff, contractors, and the public contribute to the complexity of the work. The work also consists of a variety of executive level roadway maintenance and construction decisions

CONTACTS

Contacts are typically with co-workers, the general public, contractors, county manager and elected officials.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to ensure professional department/project management of infrastructure projects are met, as well as to proactively provide expertise to local governmental entities and the general public on roadway maintenance programs.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 10 pounds regularly and up to 50 pounds occasionally, use tools or equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

Environmental Factors: The work is typically performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, and inclement weather. Some work may require the use of protective devices such as mask, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The position is responsible for the administration of all departmental functions including the supervision of three administrative staff members and occasional interns. The position is also responsible for the direct supervision of the operations manager for all day-to-day operations and generally, oversees daily operations of the transfer station as well as administration management of part-time attendants and full-time operators.

MINIMUM QUALIFICATIONS/CERTIFICATIONS

- Five years related experience in maintenance of roads and bridges; management of landfill operations; and/or project management of capital/special projects.

- Requires three to five years of management experience with at least three years of supervisory experience. Management experience in local government preferred.
- Bachelor’s degree in Engineering, Business Administration, Environmental Management or related field with public administration preferred.
- Knowledge of or experience with MS-4 Storm Water Monitoring and Reporting, a plus.
- Any equivalent combination of education and experience that provides the minimum level of qualifications stated above will be reviewed.
- Valid Class C Driver’s License and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____ Date: _____

Witness: _____