

POSITION TITLE: PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
UPDATED: DECEMBER 12, 2018

The City of Mauldin is seeking qualified applicants for the position of Public Works Director.

This position will perform complex supervisory, administrative, technical and professional work in planning, organizing, directing, and supervising the Public Works Department, including streets, sewer collection systems, sidewalks, storm drainage, water distribution systems, traffic control, sanitation, parks, building maintenance, new construction, maintenance shop, and other public works and related projects and programs

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises department employees, either directly or through subordinates. Determines work procedures, work schedules, and guidelines.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works department, within city policy; evaluates the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Evaluates public works needs and formulates short and long range plans (fiscal and operational) to meet needs in all areas of responsibility, including sewer, street, drainage, sanitation, parks, building maintenance, all city buildings, and traffic maintenance.

Provides input into the development or update of the Capital Improvement Program, and other plans involving the municipal infrastructure.

Develops and oversees the preparation of specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.

Oversees assigned projects to ensure compliance by staff and contractors schedules and budget restrictions.

Oversees project management for the construction of the municipal 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 the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

Oversees the maintenance of infrastructure and other records.

Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Prepares, implements and manages departmental budget.

Provides leadership and direction in the development of short and long range plans. Gathers, interprets, and prepares data for studies, reports, and recommendations. Coordinates activities with other departments and agencies as needed.

Coordinates grants and special projects, including redevelopment grants, public works, and infrastructure development.

Works in cooperation with City Council on projects assigned by the City Administrator; provides professional advice to the City Council, City Administrator, department heads, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.

Investigates and evaluates proposals for new programs and services, confers with department heads, public officials, and members of the public.

Recommends changes in administrative policies, organization, programs, methods, and procedures.

Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.

Prepares special reports for the City Administrator and City Council.

Monitors inter-governmental actions affecting public works.

Prepares a variety of reports, correspondence and other materials.

Any other duties assigned by City Administrator.

PERIPHERAL DUTIES

Assists in the training of city personnel in public works systems and techniques.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a four-year college or university with major course work in civil engineering and five (5) years of progressively responsible civil engineering and public works or utilities experience, at least three (3) of which were at a management and supervisory level; or an equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Thorough knowledge of theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions
- Thorough knowledge of applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities
- Thorough knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's personnel rules and policies; principles and practices of management and supervision.
- Working knowledge of personal computers.
- Considerable knowledge of appropriate materials, methods, tools, equipment and practices involved in the appropriate area of responsibility. Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, the City Administrator, consultants, developers, contractors, other governmental agency representatives, city officials and the general public.
- Ability to establish effective working relationships with business owners, members of City Council, City Administrator, department heads, planning officials, and the public.
- Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) A valid SC driver's license or have the ability to obtain one prior to employment
- (B) Registration as a Professional Engineer is preferred, but not mandatory.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

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 this job, the employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to climb or balance; talk or hear; stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions and near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is moderate in the office and loud in the field.

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.

12/14/18-MDG