

CODE: 4101

GRADE: UNCLASS

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: PUBLIC WORKS DIRECTOR
PUBLIC WORKS DEPARTMENT,
SANITATION, & RANGES AT OAKFIELD**

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional and administrative work coordinating and supervising operations of the Public Works Department, Sanitation, and Ranges at Oakfield. Work involves leading and directing the overall operations of the Public Works Department including Sanitation and the Ranges at Oakfield; planning and organizing the three departments in construction and maintenance of County roads, bridges, drainage structures, and solid waste collection, and disposal. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, discharge, and salary increases. Employee must also exercise tact and courtesy in contact with public officials, developers, contractors, and the general public. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and inspects complaints from County residents regarding drainage, road, and conditions.

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, discharge, and salary increases. Directs and trains all personnel as to compliance with recognized standards for construction and maintenance of roads and bridges.

Interviews all prospective employees and recommends new hires to the County Manager. Reviews and acts on all evaluations of personnel, including all warnings, reprimands, and suspensions without pay. Makes recommendations to the County Manager for pay increases, promotions, demotions, and discharge.

Meets with personnel to keep them abreast of changing conditions and safety issues. Maintains order and control when conflicts occur between personnel.

PUBLIC WORKS DIRECTOR

Works directly with Department of Transportation personnel at all levels for project preparation and implementing State contracts. Coordinates with supervisors and Assistant Engineer of Project assignment. Reviews and approves all materials to be used in all projects.

Refers to policy manuals, Department of Transportation specifications, plans, soil erosion manual, traffic and safety manual, computer manuals, deeds and plats, aerial photographs, codes, laws, regulations, publications, and reference texts.

Directs the layout of new alignments on road right of ways. Reviews new development plans and plats for conformity with soil erosion and NPDES requirements. Reviews and approves all utility permits. Inspects new developments in the field. Calculates project cost for County Manager, Commissioners, City Officials, School personnel, and various citizens.

Interacts and communicates with various groups and individuals including Georgia DOT, Georgia DNR, County Manager, Sheriff's Office, Emergency Services, Fleet Services, Facilities Management, other public agencies and the general public. Coordinates the working relations between all departments & offices. Performs on-call service 24/7 for any road emergencies such as removal of trees and limbs, barricades roads, directing traffic and other emergency related actions. Maintains a working knowledge of the Thomas County Emergency Operations Plan and the Emergency Service Functions of all participating departments, offices, agencies, and partners.

Submits annual budget recommendations to the County Manager for Public Works, Sanitation & the Ranges at Oakfield. Attends County Commissioners' meetings to assist Commissioners with job related items on the agenda. Attends Public Works Committee meetings and coordinates agenda items with the Committee Chairman, County Manager, and County Clerk.

Recommends all invoices, work orders, purchases, leave slips, time cards, payroll, overtime, daily work reports, and personnel action forms for final approval by the authorized official.

Receives and/or reviews various records and reports including daily work sheets, department plats and drawings, subdivision plans, soil erosion plans, storm water plans, invoices, leave slips, time cards, payroll, work orders, permits, personnel action forms, evaluations, and various other records, reports, memos, and correspondence.

Prepares and/or processes various records and reports including vehicle inspections, daily work sheet, personnel action forms, evaluations, estimates, budgets, letters, and various other records, reports, memos, and correspondence.

Operates a vehicle and a variety of office and specialized equipment including but not limited to, computer, printer, fax machine, copier, calculator, telephone, plotter, paper shredder, transit, level, planimeter, and metal detector. Skilled in the use of hammer, bush axe, shovel, drafting instruments, wrenches, screwdriver, clerical and computer supplies, and computer software such as AutoCAD.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Revised: 12 November 2024

PUBLIC WORKS DIRECTOR

MINIMUM TRAINING AND EXPERIENCE

Requires vocational/technical diploma with course work in public administration, civil engineering, urban and regional planning, or a related field, and six to nine years of progressively responsible experience in operations, including one to two years of responsible supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Requires possession of a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and equipment including computers, calculators, facsimile machines, telephones, copiers, two-way radios, pagers, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of technical reports, letters and memos, budget reports, accounting spreadsheets, studies, diagrams, analyses, finance audit reports, permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, contracts, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

PUBLIC WORKS DIRECTOR

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, administrative, and environmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics and differential calculus.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have eye/hand/foot coordination. Requires the ability to drive a vehicle.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations. Must be adaptable to performing work in all kinds of weather.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

**DISCLAIMER: This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time without notice.**