



## JOB DESCRIPTION

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

SUPERVISOR: City Manager

PREPARED BY: City of Pelham, GA

DATE: April 2021

## SUMMARY

Public Works Director is responsible for various administrative and managerial duties, such as monitoring and overseeing the physical facilities of the Pelham community. One of the essential duties of a public works director is the ability to lead a diverse workforce in the daily operation and maintenance of the city facilities. Additionally, to create and plan long-term programs that will develop the growth of a community. The Director is responsible for analyzing and assessing proposals. After evaluating the target proposals, a public works director should then present the top plans to designated department heads for consideration and then supervise and direct his staff to work on the chosen projects.

## ESSENTIAL DUTIES

1. Knowledge in municipal public works such as planning, design, maintenance, and construction.
2. Knowledge in principles of budget preparation and expenditure control.
3. Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.
4. Knowledge in Principles of Effective Management Skills.
5. Ability to analyze, evaluate, and implement municipal public works programs/projects.
6. Strong communication skills.

7. Knowledge in safe work practices.
8. Ability to plan, organize and direct the work of public works personnel.
9. Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.

#### SKILLS AND ABILITIES:

1. Ability to prepare and create clear and comprehensive written reports.
2. Maintain strong relationships with the city officials, employees, contractors, the public, and representatives of other agencies.
3. Experience in evaluating and training staff in daily operations and safety.

#### OTHER REQUIREMENTS:

1. High school diploma or equivalent required, technical degree or college degree desired.
2. Possession of a valid driver's license with the State of Georgia
3. Work weekends

#### COMPENSATION

Salary depends on qualifications. The city offers medical, dental, vision, and life insurance options, along with a lucrative retirement plan through Georgia Municipal Association.

#### APPLYING

Submit a cover letter, resume, and city application in person, by U.S. mail, or by email. Contact (229)294-7900 menu option 5 or City of Pelham, Attn Mrs. Donna Wills, 108 Hand Ave W, Pelham, GA 31779.