

EMPLOYER: CITY OF WASHINGTON, GEORGIA

JOB TITLE: Director of Public Works

DEPARTMENT: Public Works

FLSA CLASS: Exempt, Salaried

PAY RANGE: \$47,000 - \$71,000 annually. Starting pay depends on experience.

JOB SUMMARY: This position is responsible for directing and supervising the work of the department, including the maintenance of city streets and beautification of public areas.

MAJOR DUTIES:

- Manages and supervises the daily operation of the department, including the work of personnel involved in the maintenance of streets.
- Supervises the work of employees involved in street repairs, mowing and landscaping, street sign installation, and household yard waste collection.
- Trains, disciplines, and schedules the work of departmental employees; assigns work routes.
- Oversees the maintenance and repair of departmental vehicles and equipment; maintains records of the use, maintenance, and repair of same.
- Prepares the annual departmental budget; monitors expenditures under the current budget.
- Operates such equipment as a backhoe, front-end loader, dozer, and zero-turn mower; assists with the work of departmental personnel as needed.
- Maintains various records on departmental activities.
- Oversees the work of Community Service Workers.
- Oversees the collection and recycling of leaves and limbs.
- Orders supplies and equipment as needed.
- Performs other related duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the techniques, equipment, and supplies used in street and drainage system maintenance.
- Knowledge of general civil engineering principles.
- Knowledge of city and departmental policies and procedures and safety rules and regulations.
- Knowledge of the geography of the city, including street names and locations.
- Skill in the operation and maintenance of such equipment as a backhoe, front-end loader, and dozer.
- Skill in directing, organizing, and supervising work.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The City Administrator assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

**GUIDELINES:** Guidelines include city, state, and departmental rules and regulations, traffic laws, and civil engineering principles. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** This position consists of varied technical and managerial duties. Inclement weather and equipment breakdowns contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage the operation of the Street Department. Successful performance helps ensure the safety and attractiveness of city streets and a positive image for the city.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees and the public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, motivate personnel, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed with the employee intermittently sitting, standing, walking, bending, or stooping. The employee must occasionally lift light and heavy objects and use tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The

employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The use of protective devices such as masks, goggles, or gloves may be required.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Assistant Director, Mower Operators, Street Maintenance Workers, Leaf and Limb Collection Driver, and Heavy Equipment Operators.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid CDL license issued by the State of Georgia for the type of vehicle or equipment operated.

**TO APPLY:** Submit a completed application and current resume. Applications available at <https://www.cityofwashingtonga.gov/careers/php>.

Deliver resume and application to:

City of Washington  
Attn: City Administrator  
102 E. Liberty St.  
Washington, GA 30673

...OR...

Email resume and application to [vwebb@wga.gov](mailto:vwebb@wga.gov).

**DEADLINE TO APPLY:** October 5, 2022 or until position is filled.