

Lincoln County Government

Public Works Director

Job Description

Title	Director
Department(s)	Public Works
Reports to	Chairman, Board of Commissioners

Job summary

Plans, organizes, and administers the County's Public Works programs which include the operations and activities of the major divisions: Fleet Maintenance, Planning and Zoning, Roads and Drainage, Water and Wastewater, and Transportation.

Summary of essential job functions

Oversees the County's Public Works function to include the design, administration, and implementation of Public Works policies, procedures, and programs; participates in executive-level decision making and advises the Chairman, Board of Commissioners, and the Commissioners on matters pertaining to Public Works.

Manages, directs, and evaluates staff; reviews and evaluates employee concerns and problems; provides assigned staff with ongoing guidance, direction, and feedback to ensure a productive, professional, and motivated workgroup; and ensures continual development of staff and adherence to the County's performance management plan.

Formulates, implements, and directs both short- and long-range plans and department policies and procedures for operations pertaining to the County's overall development, managing the County's Comprehensive Plan to ensure that the County maintains its qualified local government status, motor fleet procurement and maintenance, street and drainage design and maintenance, transportation, and water and wastewater collection and disposal.

Implements initiatives to improve operational efficiency and quality of service to the public.

Manages and coordinates efforts to obtain federal and state financial assistance through the identification of new grants and other funding opportunities and to ensure compliance with programs and manages significant intergovernmental activities with the Georgia Department of Transportation, Georgia Environmental Protection Division (EPD), CSRA Regional Commission and other local, state, or federal agencies.

Manages the development and preparation of the department's annual budget; provides forecast data, information, major project estimates, long-range proposed budget, and cost plans, etc. to develop the County's annual budget.

Manages approved budget to minimize expenditures and optimally utilize resources.

Manages and oversees the County's fuel system to include the underground storage tanks as well as the reporting software attached to the system.

Coordinates with EPD and ensures County work adherence and compliance with appropriate specifications, and County, State, and Federal laws, regulations, ordinances, and other guidelines.

Represents Public Works at all Board of Commissioners and Planning and Zoning Board meetings and acts as liaison with various public and private sector agencies and community groups.

Resolves citizen complaints and addresses inquiries and concerns as directed by the Chairman.

Directs the preparation of Request for Proposal for design and engineering services and serves on contractor selection committees.

Pre-employment drug screening required as well as random drug screening after employed.

The ability to understand and do complex math as well as have a strong understanding of computer skills to include all Microsoft programs.

All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift 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.

Minimum requirements

Bachelor's degree in civil, industrial or a related engineering field, or in Business/Public Administration; 5 years progressively responsible experience in a Public Works Department, including five years of managerial experience. A Professional Engineers license is a plus. Must have a class 1 or better water and wastewater license, as well as an underground storage tank certificate. Also, must be a red card holder in soil and erosion.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned.

Please submit resume to smckellar@lincolncountyga.gov or hand deliver to Lincoln County Board of Commissioners, **210 Humphrey Street, Lincolnton, GA 30817**. Applications are online at www.lincolncountyga.com under employment opportunities.