

TITLE: Public Works Director

DEPARTMENT: Public Works – Administration, City of Madison, GA

Employment type:

- Full-time – Anticipated Start Date of July 1, 2024

SALARY: \$67,000 - \$85,000

JOB SUMMARY:

This position is responsible for directing, planning and managing the city's Gas, Water, Wastewater, Streets, Sanitation, Engineering and Stormwater and Airport projects, programs, and services.

MAJOR DUTIES:

The functions listed below are those that represent most of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Plans, directs and supervises all departmental activities for Gas, Water, Wastewater, Parks and Buildings Maintenance, Landscaping, Solid Waste, Engineering, Stormwater and Airport division functions.

Conducts administrative policy duties for the department including writing agendas, reports, preparing and monitoring annual budget, proposing ordinances and resolutions, and proposing policy changes, including contract compliance.

Supervises and evaluates assigned staff; addresses employee concerns, directs work assignments, counsels and disciplines employees, and completes employee performance evaluation and appraisals.

Manages response during emergencies to protect, repair, and maintain public infrastructure including roadways, traffic signals, stormwater systems, and public dams.

Manages development of stormwater rate structure to fund stormwater annual operating and capital budget.

Coordinates local public improvement projects with State and Federal officials according to relevant laws, rules, and regulations.

Develops and manages short- and long-term capital budget programs to provide necessary infrastructure to serve the city.

Responds to questions and complaints related to department activities and operations; provides information, assistance, and technical expertise; researches

problems and initiates problem resolution.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures.

Oversees city Shop operations, Water and Wastewater plant operations; monitors work performed by outside contracted vendor.

Performs related work as assigned.

Minimum Education and Experience Requirements:

Bachelor's Degree in Engineering, Construction, Public Administration, Business Administration, or closely related field and 5 years of professional and managerial experience in the field of public works, or equivalent organization, to include 3 years in a supervisory or managerial position.

Requires six years progressively responsible experience in public works management or closely related experience.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

The city of Madison is an Equal Opportunity Employer. ADA requires the city of Madison to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.

We pride ourselves on providing competitive pay and an excellent benefits package that includes; Health, Dental, and Vision Insurance, Retirement Options, Wellness Programs, Paid Holidays, Personal Days, Birthday Leave, Paid Sick Leave, Paid Vacation Leave, and much more, while also ensuring that we remain compliant with the City Personnel policies and procedures and Local, State, and Federal regulations.