

City of Cochran

Job Title: Public Works Director

Department: Public Works

Reports to: City Manager

Job Summary: This position is responsible for planning, organizing, and directing Public Works operations for the City of Cochran, including water and sewer, sanitation, streets, parks, buildings, fleet, and grounds.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Supervises the City's municipal water and sewer facilities, including four water wells and tanks and the City's 1 managed wastewater treatment plant: the City's sanitation and code enforcement service as well as maintenance of City streets, sidewalks, parks, buildings, and other City property.
- Supervises the activities of technical staff and subordinate supervisors for carrying out the services and functions of the Department. This includes assignment and review of projects, providing assistance, evaluating performance, administering discipline, and making hiring, termination, and pay change recommendations.
- Develops and recommends goals and objectives for the Public Works Department to ensure compliance with City Manager and City Council directives.
- Develops, recommends, and monitors the Department budget.
- Coordinates Public Works resources to respond to urgent repair or clean-up situations in the City.
- Assists the City Manager in developing short and long-range plans in all areas of Public Works.
- Develops, recommends, and implements work schedules, operating policies, and procedures in order to accomplish developmental goals and objectives.
- Communicates with the City Manager regarding Public works operations. Prepare reports and correspondence related to departmental activities, direction, and accomplishments. Will attend staff and City Council meeting as required.
- Manages purchase orders and vendor requests for the Public Works Department and signs off on purchase orders. Except for purchases over \$1,000.00 that require the approval of the City Manager.
- Communicate with Cochran residents to resolve customer service concerns.
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of municipal waste collection and municipal property and infrastructure maintenance and repair.
- Knowledge of water and sewer operations and waste treatment plant procedures.
- Knowledge of the hazards, safety precautions, and proper operations of equipment, trucks, and machinery used in the repair and maintenance of roads, sidewalks, buildings, and grounds.
- Knowledge of City ordinances, policies, and procedures.

Job Title: Public Works Manager (Continued)

- Knowledge of Code Enforcement practices as set forth by the Georgia Association of Code Enforcement (GACE).
- Knowledge of modern management and supervisory techniques.
- Knowledge of modern office procedures and equipment.
- Skill in using a variety of computer programs for administrative functions.
- Excellent written and verbal communication skills.
- Ability to develop and administer departmental budget.
- Ability to adhere to and instruct subordinates on safe equipment operating procedures and respond to dangerous situations accordingly.
- Ability to establish and maintain effective working relationships with City officials, employees, and the public.
- Ability to operate a motor vehicle.
- Ability to develop long-range work plans and guide the work of subordinates to meet the goals and objectives set for the Public Works Department.

Supervisory Controls: The work of this position is performed under the general supervision of the City Manager.

Guidelines: Guidelines include City and departmental safety manuals, policies, and procedures.

Complexity: The work consists of administrative and supervisory duties with occasional manual labor involving the proper use of a variety of equipment.

Personal Contacts: Contacts are typically with co-workers, elected officials, management, vendors, contractors, developers, and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information, solve problems, resolve conflicts, and provide services.

Physical Demands: This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling, or stooping and may require physical exertion over moderately long periods of time. The employee may lift light to heavy objects and use equipment requiring a high degree of dexterity.

Work Environment: Work is performed in an indoor and outdoor environment with or within water where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may require use of protective devices such as gloves and safety jackets.

Job Title: Public Works Manager (Continued)

Supervisory and Management Responsibility: This position is responsible for the management and supervision of all staff in the General Maintenance, Water and Sewerage departments.

Minimum Qualifications: High School Diploma or equivalent required, Associate's or Bachelor's Degree preferred. Minimum of (8) years of working experience in a related field required, including (3) years of increasingly responsible supervisory experience in a related field. Must be able to secure, within twelve months, a Public Works Management Certificate from the UGA Carl Vinson Institute of Government, or equivalent credential and institute. Must also possess a valid State of Georgia drivers license. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of this position may be considered.