

Job Description

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
Municipal Technical Advisory Service
1610 University Avenue
Knoxville, TN 37921-6741
865-974-0411 phone
865-974-0423 fax
www.mtas.tennessee.edu

Table of Contents

Job Description	3
Sample Job Description for Public Works Director	3

Job Description

Reference Number:
MTAS-1569

The emphasis in effective recruiting should always be on quality. A truckload of mediocre applicants will not accomplish the goal of finding the single candidate that best fits your job design profile. The job design profile is an important working tool in recruitment and selection. It will be used and referred to at several points during the process. Writing the job description is the first practical use of the information generated through the job design profile; the next step is the first application.

The job description is the principal means for conveying to the applicant pool your expectations and requirements for the job. It should be well organized and understandable. An acceptable format would include information presented within categories such as:

- General definition and nature of the job
- Essential duties and work performed
- Required knowledge and skills
- Desired qualifications
- Special requirements

The job description must meet American with Disabilities Act (ADA) standards for reasonable accommodations for the position. Much of the information you included in the job description will be derived from the job design profile. Once the job description has been developed, it can be used as a recruitment tool. Potential applicants typically are recruited through two methods — advertisement and personal contact. An accurate and complete job description is essential for both methods. It is, in a real sense, an advertising technique and, at the same time, a professionally acceptable means for you to communicate with potential applicants.

Sample Job Description for Public Works Director

Reference Number:
MTAS-1572

General Definition and Nature of Job:

The public works director is appointed by and reports to the city manager. This is a department head level position, one of six within the city's organizational structure. The director has primary responsibility for the organization, operation and overall performance of the department. This specifically includes the department and administration of the departmental budget and the supervision of all department employees. Department functions include engineering, solid waste management, water and sewer utilities, streets and public works construction activities. Independent judgment is used according to the situation, and different courses of action must be taken to complete the department tasks. Work is performed in all kinds of weather conditions.

Essential Duties and Work Performed:

- Oversees budgetary operations and prepares budgets as required
- Promulgates regulations to ensure proper organization and use of personnel
- Plans and directs activities of the public works department
- Performs administrative activities of the public works department
- Coordinates formal and on-the-job training programs for recruits and personnel development
- Keeps records and prepares reports including personnel reports
- Develops and recommends policy options and alternatives for consideration by the city manager and the city council

Required Knowledge and Skills:

- Knowledge of public works operations, including construction, engineering, maintenance, office and business procedures
- Ability to plan, organize, schedule, coordinate and direct public works functions, including streets, solid waste, water and sewer utilities and engineering
- Knowledge of and experience in the application of management and supervisory principles and practices as applied to municipal government

- Knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations
- Knowledge of and experience in the management of occupational hazards and safety precautions
- Knowledge of the principles and practices of engineering and construction, particularly as applied to municipal functions
- Ability to efficiently prepare and maintain thorough and accurate reports and records
- Ability to establish and maintain effective working relationships with the public, news media, employees, external agencies and organizations, the city manager and the city council

Desired Qualifications:

- Graduation from a four-year college with major course work in engineering, public works, business administration, or public administration, master's degree or engineering license preferred
- Demonstrated management or high level administrative experience
- Progressively responsible experience in public works
- Must pass physical and drug screen
- Valid Tennessee driver's license

Special Qualifications/Requirements:

The public works director is expected to be an effective administrator concerned about productivity and quality performance. The public works director must bring to the job and at all times maintain a sense of objectivity and a business-minded approach. It is essential that the public works director be service oriented.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

Source URL (retrieved on 01/25/2021 - 5:34am): <https://www.mtas.tennessee.edu/reference/job-description>

MTAS