



Job Title: Public Works Director

Department: Public Works

Reports To: City Manager

The Public Works Director is responsible for planning, directing, and overseeing all public works operations for the City of Charleston. This position provides leadership and administrative direction for the maintenance, construction, and operation of the City's infrastructure, including streets, sanitation, stormwater systems, public facilities, and related services. The Director ensures that public works activities are performed safely, efficiently, and in compliance with applicable local, state, and federal regulations.

Essential Duties and Responsibilities

- Plan, organize, direct, and evaluate all functions of the Public Works Department.
- Oversee the maintenance and repair of city streets, sidewalks, drainage systems, rights-of-way, and public facilities.
- Manage sanitation and solid waste services, including collection and disposal operations.
- Develop, implement, and manage departmental goals, policies, procedures, and work plans.
- Prepare and administer the public works budget; monitor expenditures and recommend capital improvement projects.
- Supervise, train, and evaluate public works personnel; promote a culture of safety, accountability, and professionalism.
- Coordinate public works activities with other city departments, utilities, contractors, and state or federal agencies.
- Ensure compliance with applicable laws, regulations, permits, and safety standards.
- Respond to citizen inquiries, complaints, and service requests in a timely and professional manner.
- Provide technical advice and recommendations to the City Manager, Mayor, and City Commission as requested.
- Assist with emergency preparedness and response, including severe weather events and infrastructure failures.

Knowledge, Skills, and Abilities

- Thorough knowledge of public works operations, including street maintenance, sanitation, drainage, and municipal services.

- Working knowledge of applicable state and federal regulations related to public works and safety.
- Ability to plan, organize, and manage multiple projects and priorities.
- Strong leadership, supervisory, and team-building skills.
- Effective communication skills, both written and verbal.
- Ability to prepare budgets, reports, and technical documents.
- Skill in establishing and maintaining effective working relationships with employees, elected officials, contractors, and the public.

Minimum Qualifications

- High School Diploma or GED
- Five (5) years of progressively responsible experience in public works, municipal services, or a related field, including supervisory experience.
- Valid Tennessee driver's license.

Preferred Qualifications

- CDL or Class B License
- Experience working in a municipal government environment.
- Professional certifications related to public works, engineering, or management.

Physical and Work Environment

- Work is performed in both office and field settings.
- Will require exposure to outdoor weather conditions, construction sites, and emergency situations.
- Must be able to perform site inspections and respond to after-hours emergencies as needed.
- The City of Charleston is part of the Tennessee Consolidated Retirement System (TCRS).

Applications can be obtained at the City of Charleston Municipal Building or may be obtained on the City of Charleston website at www.charlestoncitytn.com. Resumes not accepted without a completed application. Salary starting at \$41,000.

Please email applications to citymanager@cityofcharlestontn.com or the address below:

City of Charleston
PO BOX 431
Charleston, TN 37310

The City of Charleston reserves the right to modify duties, responsibilities, and requirements as necessary and is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

