

## **TOWN OF ERWIN JOB DESCRIPTION**

### **DIRECTOR OF PUBLIC WORKS**

#### **DEFINITION**

Under the general direction of the Town Administrator, this is responsible technical and supervisory work in planning, organizing and directing the overall work and activities of the streets, right-of-way, sanitation, storm sewer, parks and recreation, and fleet maintenance functions.

#### **EQUIPMENT/JOB LOCATIONS**

The employee will operate a variety of modern office equipment such as a calculator, copy machine, computer, etc.

The employee routinely works both indoors and outdoors and may be exposed to extreme conditions of weather.

#### **ESSENTIAL FUNCTIONS OF THE JOB**

Plans, schedules, designs, organizes, directs and provides overall supervision of the personnel, programs and activities related to the operation of the streets, rights-of-way, sanitation storm sewer, parks and recreation, and fleet maintenance functions.

Directs and participates in the preparation of the annual departmental budget, and in the control and expenditure of appropriations.

Assists in writing specifications, estimates the cost of projects, and reviews bids and contracts.

Responsible for keeping and completing a variety of records and reports.

Makes recommendations concerning the hiring, discipline, and promotion of employees.

Directs and performs inspections of contract work; recommends acceptance of work by the city.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Supervises and instructs other employees in the safe operation of equipment.

Answers complaints from the public concerning street repairs, storm sewer, garbage collection problems, parks and recreation maintenance, etc.

Attends Board of Mayor and Aldermen meetings as requested.

Performs related work as required.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

Considerable knowledge of materials, methods and techniques commonly used in maintaining and repairing streets, landscaping and grounds maintenance, and general construction work.

Considerable knowledge of garbage collection equipment and methods, and the principles of a refuse collection service.

Knowledge of types and uses of light and heavy equipment used in maintaining streets, including storm sewers.

Ability to plan, lay out, direct and supervise the work of subordinates performing skilled and unskilled work.

Ability to establish and maintain effective working relationships with employees, officials and the general public. Public contact is frequent.

Ability to understand and follow oral and written instructions.

Knowledge of city codes and state or federal laws pertaining to the operation of public works facilities.

Ability to read, write legibly and make accurate arithmetic calculations.

Ability to keep operational records and make reports.

Knowledge of occupational hazards and safety precautions.

## **QUALIFICATIONS**

Graduation from a standard high school, preferably supplemented by 2 years college level course work.

At least 7 years experience in a public works department, with progressively responsible supervisory experience or equivalent experience in road construction or maintenance, refuse collection, or in other construction trades, or any combination to provide a thorough knowledge of public works management.

Must possess a valid Tennessee driver's license.