



## DIRECTOR OF PUBLIC WORKS

Auburn, Georgia

Posted: Thursday, October 20, 2016

**End Date: Friday, November 11, 2016**

JOB TITLE: DIRECTOR OF PUBLIC WORKS

STATUS: EXEMPT

### POSITION SUMMARY

This is a position responsible for technical and supervisory work in overseeing the city's Public Works Department. Work involves directing, planning, organizing, and coordinating the administrative, fiscal and technical aspects of the Water/Works, Storm Water divisions. This position is often involved in every level of work in each division and is expected to have extensive technical knowledge in many fields relating to the construction, maintenance, repair, and governance of water distribution systems, streets and public and private property. Work is performed with the guidance of the Mayor and Council.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of theories, principals, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; applicable federal state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's personnel rules and policies; principles and practices of management and supervision. Must have a team – player philosophy and strong leadership skills. Ability to read and interpret engineering plans and technical specifications. Ability to plan, direct and integrate broad, comprehensive public works and utilities programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies.

### MINIMUM QUALIFICATIONS

Graduation from a four (4) year college or university with major course work in civil engineering or related field. Ten (10) years of progressively responsible civil engineering and public works or utilities experience, at least six (6) of which were at a management and supervisory level; Five years experience supervising road work crews; Ten years experience in road construction/maintenance;

Or, an equivalent combination of training and experience. Valid Georgia Driver's License must be maintained during employment

Starting Salary is \$56,264.00 to \$59,092.80 and includes a competitive benefits package.

A City Application must be completed, notarized and submitted to: City of Auburn, Human Resources, P O Box 1059, Auburn, GA 30011, Fax 770-513-9255, email: [ccruce@cityofauburn-ga.org](mailto:ccruce@cityofauburn-ga.org). Applications are available in City Hall and online at [www.cityofauburn-ga.org](http://www.cityofauburn-ga.org). Applications will not be accepted after – Friday, November 11, 2016.

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