

CLASS TITLE: DIRECTOR OF PUBLIC WORKS

PURPOSE OF CLASS: Perform supervisory, administrative, and technical tasks in directing the activities of the Public Works Department. This position serves as department head over the Public Works Department. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the town's organizational chart, this position reports directly to the Town Manager.

PRIMARY TASKS:

- Plan, organize, and direct all activities and functions of Public Works Department.
- Supervise and prepare daily work schedules for all public works personnel.
- Inspect work done by subordinates.
- Direct and assist in the selection and training of new personnel.
- Advise Town Manager in the preparation of the departmental budget.
- Assist municipal officials and the general public with requests, complaints and problems regarding property issues, water lines, sewer lines, trash collection, street and any other public works functions.
- Maintenance and repair of the Town's water system, waste disposal system, road system, and sanitation collection.
- Construction, cleaning and repair of streets, drains, ditches, and sidewalks.
- Maintenance and repair of Town vehicles and equipment.
- Installation of street and other regulation signs.
- Collection of well samples and the operation and maintenance of wells.
- Preparation of reports required by the North Carolina State Board of Health and other agencies.
- Maintenance of Town cemetery.
- Coordinate with the Building Inspector to ensure proper maintenance of all Town buildings.
- Attend meetings, workshops and schools related to position responsibilities.
- Assist during storms and other disasters.
- Should be proficient in the operation of all public works equipment, including but not limited to, both small and large trucks, street sweeper, backhoe, tractor, etc.
- Should be familiar with basic computer applications.
- Perform related work as required.
- Occasional exposure to inclement weather.

WORKING CONDITIONS:

- This job requires working in adverse weather conditions, vehicular traffic, confined spaces and hazards involving the use of power tools and heavy equipment and exposure to hazardous chemicals and/or materials, insects and gases. Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs. Must have the ability to lift and carry up to 100 lbs. for 50 feet.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of public works and utilities administration.
- Thorough knowledge of the procedures used in the development and construction of public works and utilities projects.
- Thorough knowledge of the laws pertaining to public works functions.
- Thorough knowledge of the principles of water treatment, collection, and distribution systems.
- Thorough knowledge of the occupational hazards and proper safety precautions involved in public works projects.
- Thorough knowledge of the tools and equipment used in street, water and sewer maintenance and repair.
- Strong supervisory and public relations skills.
- Ability to plan and coordinate a variety of programs and activities.
- Ability to solve public works and utility related problems.
- Ability to make technical cost computations.
- Ability to establish and maintain effective working relationships with a variety of groups including, but not limited to, other employees, the general public, private contractors, civic groups, and state and federal agencies.
- Ability to prepare and deliver written and oral presentations.
- Ability to plan and manage work schedule in public works environment.

EDUCATION AND EXPERIENCE:

- High school graduate.
- Minimum of four years of supervisory experience in a public works setting.
- Must have a C-Well Operations License and Distribution and Collections Certificates. Must possess a valid North Carolina driver's license.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____

Chadwick McEwen
Town Manager