

Public Works Director

FLSA: Exempt

General Definition of Work

Performs difficult professional and administrative work planning, organizing and directing equipment maintenance, facilities maintenance, and related operations of the County; performs related works as required. Work involves setting policies and goals under the direction of the County Administrator. Supervision is exercised over department personnel.

Essential Functions/Typical Tasks

Planning, organizing and directing the collection and transportation of County generated waste; and the installation, maintenance and repair of various equipment, facilities, and related public works operations; coordinating work with other departments; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, directs and coordinates the division activities.
- Supervises public works employees; maintains records and leave calculations; prepares schedules; plans and administers job tasks; performs hiring and termination.
- Administers all public works purchases; orders major repair parts and supplies.
- Supervises the collection and transportation of County generated waste; establishes waste collection routes; supervises the maintenance of collection sites.
- Identifies potential collection center sites; performs the permitting procedures for the sites; supervises and constructs the sites, including buildings; designs and draws building specifications for sites.
- Supervises the maintenance of landfill site; performs regular maintenance on site.
- Administers monthly methane gas recording events.
- Creates and maintains files pertaining to landfill site; coordinates inspections with Department of Environmental Quality.
- Receives and responds to public works related calls.
- Maintains equipment repair records and places orders; performs maintenance on and operates equipment.
- Prepares and administers various forms, documents and reports.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal public works administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to communicate effectively in both oral and written forms; ability to supervise the work of staff; ability to establish and maintain effective working relationships with public officials, associates, contractors and the general public.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering or related field and extensive progressively responsible public works administration experience.

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements

Possession of a commercial driver's license valid in the Commonwealth of Virginia or ability to obtain a commercial driver's license valid in the Commonwealth of Virginia within six (6) months of hire. The Public Works Department operates seven (7) days a week and may require hours outside of the traditional workweek.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.