

**UNION COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: DIRECTOR OF PUBLIC
WORKS AND ENGINEERING**

PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under broad administrative direction, plans, develops, supervises and directs the operations and administration of the Public Works Department, including the road maintenance, recycle and solid waste, fleet maintenance and building maintenance divisions as well as the Building and Planning Department. Reports directly to the County Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Directs the overall operations of the Public Works Department responsible for road construction and maintenance, solid waste collection and disposal, fleet maintenance and building maintenance as well as oversees office of Building permitting and planning.

Develops, plans and oversees the daily activities of the department and directly supervises the Road Superintendent, Solid Waste Superintendent, Shop Foreman and Administrative Assistant(s) and indirectly supervises all employees assigned to the department including inmates. Other county activities may be assigned in the future.

Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; approving employee discipline, and recommending employee transfers, promotions, discharge, and salary increases.

Schedules and allocates all work activities to staff; inspects work in progress and at completion for compliance with codes and regulations, specifications, instructions, policies and standards of quality and safety.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Implements departmental policies and procedures. Makes recommendations for changes and improvements to policies and procedures

Develops and administers the department budget; approves expenditures.

Oversees the procurement of department equipment, tools, materials and supplies. Maintains a current inventory of all procurements

Insures adequate training of employees to assure competency of work skills, compliance to safety regulations and adherence to rules regulations and guidelines.

Oversees department capital improvement projects and other development and construction activities.

Ensures the availability of safe, properly working equipment at all times.

Assists in designing and in supervising the construction of recreational facilities, recycling centers and other

structures in Union County.

Receives and responds to public inquiries, requests for assistance and complaints.

Receives and reviews various records and reports, including vehicle maintenance reports, time sheets, billing invoices, job applications, attendance records, accident reports, etc.

Prepares a variety of documents, including but not limited to budget documents and various other records, reports, memos and correspondence.

Refers to policy and procedure manuals, safety manual, architectural and engineering drawings, budget manual, master plans, plats, maps, codes, ordinances, etc.

Interacts and communicates with various groups and individuals such as the County Supervisor, other County department heads and personnel, subordinates, other government agencies, consultants, architects, engineers, sales representatives, vendors, residents and the general public.

Acts as a technical resource for all County Departments.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree preferably in Engineering or a related field, supplemented by Three to five years of responsible experience in public works operations and administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), and occasionally heavier weight (up to 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Inter-Personal Skills: Requires the ability to effectively communicate, both written and orally, with people of varying backgrounds and experience.

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.