



VACANCY ANNOUNCEMENT

Position: Assistant Public Works Director (FT)
Starting Pay Rate: \$79,000-\$83,000/annually
Posting Date: May 10, 2024

Department: Public Works
FLSA Status: Exempt
Closing Date: Open Until Filled

Job Summary:

This position is responsible for assisting the Public Works Director in planning, organizing, and directing the overall administration of the department. Works directly with local, state, and federal governing authorities in evaluating, prioritizing, accruing fund sources, and overseeing projects. Directly assists the Public Works director with RFQ's/RFP's, project assessments, minor engineering, estimating/obtaining materials, creating construction schedules, subcontractor selection and management, and quality control of all county road/bridge construction.

Major Duties:

- Supervises, schedules, and evaluates the work of personnel engaged in performing a wide variety of public works construction, maintenance, and repair activities relating to road and bridge construction, fleet maintenance, landfill/solid waste operations and capital projects.
- Inspects department's work in progress and upon completion inspects for compliance with instructions, accuracy, and completeness.
- Responds to citizen concerns involving Public Works projects, departmental personnel, or related activities, addresses citizen requests for Public Works services.
- Prepares departmental annual and capital budget recommendations, monitors expenditures of the current budget.
- Assists Public Works Director with road, bridge, and capital projects construction.
- Assist the Public Works Director in calculating materials for road and bridge construction.
- Keeps records of materials on hand and obtains quotes for materials and supplies needed for department and SPLOST projects.
- Assist Contract Service Engineer with LMIG contracts, ROW locations, and reservoir inspections.
- Assist the Public Works Director and Contracts Service Engineer with the establishment and staking of county roadway centerlines, drainage structures, grade controls, and right-of-way limits for proposed road improvements.
- Develops and administers long-term and short-term goals, objectives, and project plans for the Public Works Department.
- Develops specifications for construction projects; assembles bid documents; solicits bids for outside contractors; submits bid results for approval and award for the Public Works Department.
- Coordinates activities with other departments, and with relevant state and federal agencies for work related to multiple departments.
- Responds to public complaints and concerns for all Public Works departments.
- Inspects roads and bridges to identify needs and schedule maintenance and repair with Road Superintendent.
- Reviews plans and specifications for projects.
- Inspects road, bridge, and capital projects construction projects.
- Develops and administers department policies and procedures.
- Prepares a variety of regular and special reports.

- Ensures department operations meet safety and county policy requirements and all applicable state and federal laws and regulations.
- Assist the Road Department in operations and inspections of dump truck, lowboy, grade all, and other equipment.
- Assists Public Works Director and Road Superintendent in the selection and acquisition of materials, equipment, and hardware used in the department.
- Oversees the department's inventory control activities.
- Oversees the Landfill/Solid Waste Department in a continuous effort to improve operations and safety, streamline work processes, and work cooperatively and jointly to provide quality, seamless, customer service.
- Oversees the selection and acquisition of materials, equipment, and hardware used in the Solid Waste/Landfill and Recycling Departments.
- Oversees the Solid Waste/Landfill and Recycling Department's inventory and parts activities.
- Oversees Fleet Department in a continuous effort to improve operations and safety, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless, fleet customer service.
- Assist the Public Works Director in the development of annual capital and operations budgets.
- Assists Public Works Director in overseeing all operations of the Fleet Department, Road Department; and the Landfill/Solid Waste Department and Recycling Divisions.
- During the absence of the Public Works Director, this position will oversee all operations.
- Performs other related duties as assigned by the Public Works Director.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field and/or a combination of education, training, and work experience that would meet the qualifications of this position.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division and/or department, in order to direct and coordinate work within the division and/or department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.