

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 17-17 **Post Dates:** 11/01/16 – 12/16/16

Classification Title: Director of Public Works

Salary Range: \$63,800 - \$83,000

Location: City of Perry Department of Public Works

Term of Appointment: Full-time Regular

Probationary Period: Twelve (12) months

GENERAL NATURE OF WORK:

This position is responsible for providing vision, leadership and direction to the Department by planning and managing all of the city's public works services in accordance with professional standards, applicable laws and Mayor and Council directives. Work is performed under the administrative direction of the City Manager and considerable independent judgment, discretion and initiative is exercised in carrying out the daily operations of the Department with efficiency and effectiveness.

ESSENTIAL JOB FUNCTIONS:

- Plans, directs, manages and oversees the activities and operations of the five (5) Department of Public Works Divisions: Street Maintenance, Sanitation, Fleet Maintenance, Buildings and Grounds Maintenance, Customer Service and the contract operations for wastewater collection and treatment, water production and distribution and natural gas distribution.
- Ensures that the wastewater collection and treatment, water production and distribution and natural gas distribution systems are operated safely, reliably, efficiently and in compliance with local, state and federal regulations.
- Plans, organizes, controls, integrates and evaluates the work of the Department of Public Works; develops, implements and monitors long-term plans, goals and objectives focused on achieving the city's mission and Mayor and Council priorities; directs the development of and monitors performance against the annual Department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Prepares the annual Department budget and monitors and approves expenditures; directs the preparation of financial reports and exercises control over spending and implements budgetary adjustments as appropriate.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary and provides periodic reports on Department activities.
- Performs other duties and responsibilities as assigned.

WORK ENVIRONMENT:

Mixture of outdoor field work and office activity. Night meetings required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university in Civil Engineering, Engineering, Environmental Science, Public Administration or a closely related field and a minimum of six (6) years of municipal experience in public works operations, administration and management to include solid waste collection/disposal, Water or Wastewater Collection and/or Distribution and/or Water or Wastewater Treatment; natural gas distribution; fleet maintenance; street maintenance; buildings and grounds maintenance and three (3) years supervisory experience or eight (8) years with a minimum of two (2) years in a senior management capacity in Public Works.
- Must possess and maintain a valid GA Driver's License throughout employment.
- Must maintain an acceptable Motor Vehicle Record (MVR) throughout employment.

Pre-employment, post accident, and random drug testing are required for this position.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**