

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

Position Opening: 20-32 **Post Dates:** 2/06/20 – 3/06/20
Title: Public Works Superintendent
Salary Range: \$79,600 - \$106,525
Location: Department of Public Works
Term of Appointment: Full-time/Regular
Probationary Period: 12 months

GENERAL NATURE OF WORK:

Public Works Superintendent is a highly-responsible department head level position that oversees the day-to-day operations of the Public Works Department. Working to ensure effective and efficient operations of departmental divisions, including Infrastructure (streets and stormwater), Solid Waste, Landscaping, and Building Maintenance, the Public Works Superintendent oversees departmental finances, budgeting, personnel, equipment, facilities, and strategic planning. As an integral part of the City of Perry team, the Public Works Superintendent works throughout the organization with elected officials and other City departments and externally with community partners and vendors to ensure superior service delivery and customer service.

EXAMPLES OF TASKS:

- Works with divisional managers and staff to provide services and programs pertaining to streets, stormwater, landscaping, solid waste, and building maintenance and works to provide options/alternatives for the continued improvement of each.
- Advises Mayor and Council pertaining to trends, issues, needs, etc. associated with Public Works.
- Prepares departmental budget and implements/monitors adopted budget.
- Manages personnel operations including hiring, discipline, advancement, performance management, on-call system, etc.
- Ensure the proactive betterment of employees via training, education, career tracking, etc.
- Ensure excellence in customer service and be proactive and responsive in dealing with issues that arise.
- Plan for future departmental needs.
- Promote and ensure the safety of employees.
- Ensure that all vehicles, equipment, facilities, etc. are operational and well-maintained.
- Explore and implement technologies that enhance operations.
- Coordinates activities with partners and vendors including Houston County, GDOT, Advanced Disposal, ESG, etc.
- Other duties as assigned.

Supervisory Control: Serves at the pleasure of Council. General direction, monitoring and performance evaluation provided by City Manager and Assistant City Manager.

Work Environment: Mixture of outdoor field work and office activity. May require work in extreme weather/temperatures. Night meetings/operations and occasional travel required.

Supervisory and Management Responsibility: Oversees and manages the entire Department of Public Works and applicable employees.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma. College degree preferred.
- Demonstrated success in Public Works operations or related field with at least three (3) years of related experience including supervisory experience.
- Ability to effectively communicate in oral and written mediums in business English.
- Possession or ability to obtain a current valid GA driver's license. CDL or ability to obtain a CDL preferred.

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