

PUBLIC WORKS DIRECTOR

Department: Public Works
Reports To: County Administrator

SUMMARY OF POSITION: Under the supervision of the Russell County Administrator, the Public Works Director is responsible for all administrative, supervisory and operational matters for the Russell County Public Works Department. This is a professional managerial position that has full responsibility for engineering, maintenance and construction of Roads and Bridges, and the County landfill. Considerable independent judgment is required.

EXAMPLES OF WORK:

- ◆ Supervises all operations of the road and bridge department and the landfill;
- ◆ Supervises employees to include accountability for performance and behavior, including approval of leave, discipline, performance evaluations and other personnel-related functions;
- ◆ Documents and maintains records of work crew operations including projects completed, materials used, and total labor time used to complete projects;
- ◆ Meet with County Administrator for updates or issues concerning the department;
- ◆ Gives monthly updates to the County Commission;
- ◆ Reviews budgetary spending and ensures funds are properly appropriated;
- ◆ Work with Planning and Zoning on road and bridge-related issues;
- ◆ Ensure that relevant tasks are completed such as snow removal, flood or other emergency events;
- ◆ Work with engineering firms on federal and state mandated bridge inspections;
- ◆ Advise township officials relating to roads, culverts, drainage, signage, or other information as requested;
- ◆ Directs the acquisition and maintenance of equipment and property;
- ◆ Reports to the Emergency Operations Center during a disaster event when necessary;
- ◆ Other related duties as deemed necessary or as required.

PREFERRED EDUCATION AND EXPERIENCE: Eight years or more related experience and a high school or college diploma; or equivalent combination of education and experience.

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one-year in the position. Management, supervisory, planning, designing, road and bridge building and maintenance and repair experience preferred.