

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and intermediate administrative work supervising and maintaining the operation and development of the Public Works Division consisting of Water Distribution System, Sewer Collection System, Streets, Storm Water System, Garage and Sanitation; does related work as required. Work is performed under regular supervision of the Public Works/Utilities Director. Supervision is exercised over all division personnel.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, kneeling, crouching, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and maintaining the operation and development of the Water Distribution System, Sewer Collection System, Storm Water System, Streets, Garage and Sanitation divisions of the city; scheduling and coordinating projects; maintaining records and files; preparing reports.

Plans, organizes, directs and coordinates the activities of division superintendents and/or supervisors engaged in a wide variety of public works operations;

Ensures the efficient use of division personnel, funds, materials and time;

Manages complex capital improvement projects from inception through completion;

Establishes major program and project procedures with the approval of the Department Head;

Analyzes and develops divisional budgets for review by the Department Head;

Oversees the preparation of engineering designs, specifications, cost and quantity estimates of public works projects;

Confers on a frequent basis with division superintendents and/or supervisors in initiating work programs and assessing work progress;

Ensures that citizen requests and/or complaints relating to division activities are investigated and resolved;

Prepares reports on various division activities and projects; maintains records and files on all projects;

Periodically inspects work of crews; oversees contracted services and newly developed infrastructure dedicated to the city;

Develops equipment specifications and orders equipment;

Contact contractors for cost estimates, service commitments and bids and inspects contractor's work;

Attends pre-construction meetings for new land development projects;

Requisitions, interviews and recommends personnel to fill vacancies;

Develops and implements winter weather plan;

Provides a variety of special services to other departments, civic groups and other organizations when requested;

Responds to citizen inquiries and complaints;

Administers, monitors and enforces LCID permit to ensure compliance with state regulations;

Responds to emergencies when required; subject to call-back;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the practices and equipment used in public works maintenance and construction operations; thorough knowledge of the geography of the City; thorough knowledge of the principles and practices of civil and environmental engineering; ability to plan, supervise and inspect work of crews; ability to prepare budgets and monitor expenditures; ability to prepare and maintain detailed records; ability to prepare reports from records; ability to establish and maintain effective working relationships with City officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a four-year college or university with a degree in civil engineering, public administration, or a closely related field.

SPECIAL REQUIREMENTS:

Possession of Class B CDL driver's license valid in the State of North Carolina.