



City of Loris

JOB DESCRIPTION

Job Title: Public Works Director
Department: Public Works
Shift: Full Time, 8 a.m. to 5 p.m., M-F,(Some tasks will require overtime)
Reports to: City Administrator
FLSA Status: Non-Exempt

Summary: Under general supervision from the City Administrator and or City Council, the Public Works Director will plan, direct, manage and oversee the activities and operations of the Public Works Department including engineering, solid waste collection, maintenance of facilities, parks, streets, water, wastewater, and storm drainage systems; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume full management responsibility for all department services and activities including engineering, solid waste collection, maintenance of facilities, parks, streets, water, wastewater, and drainage systems; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level staff, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Supervise department staff, either directly or through subordinates.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Oversee engineering functions; review and approve technical plans, drawings, papers, reports, and specifications; interpret technical materials; direct construction, maintenance, and project management efforts.
- Manage, direct, and implement long-range planning activities including comprehensive utility plans.
- Negotiate and administer franchise, professional, construction, and service contracts and agreements.

- Oversee project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Oversee and develop procedures, policies and systems related to transportation, water, wastewater, storm water, solid waste collection, parks, building maintenance, construction inspection, subdivisions, mapping, surveying, and environmental services.
- Oversee the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the Public Works Department to other departments, elected officials, and outside agencies.
- Provide staff assistance to the City Administrator; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

QUALIFICATIONS:

Knowledge of:

- Operations, services, and activities of a comprehensive public works program.
- Principles and practices of building, public works construction and maintenance.
- Operational characteristics of water and wastewater treatment and storm drainage systems.
- Principles and practices of program development and administration.
- Modern and complex principles and practices of design and construction.
- Methods and techniques of contract negotiation and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety precautions.
- Civil engineering principles, practices, and methods as applicable to a municipal setting.
- Applicable city, state, and federal laws, codes, and regulations.

EDUCATION AND EXPERIENCE:

- Equivalent to graduation from an accredited college or university with a bachelor's degree in civil engineering, public administration, or a closely related field (preferred)
- 4 years of increasingly responsible public works administration including three years of management and administrative responsibility and including at least two years' experience with municipal utilities.

CERTIFICATES AND LICENSE REQUIRED:

- Valid driver's license or Valid CDL
- DHEC Water License (preferred)

SALARY RANGE:

- Dependent upon education and experience.

HOW TO APPLY:

Submit a detailed resume to the City of Loris, located at 4101 Walnut St Loris, S.C. 29569.

DEADLINE: May 31, 2021 at 5:00pm.

The City of Loris is an Equal Opportunity Employer. All applicants will be considered without regards to their age, sex, race, or religion.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.