

## **City of Diamondhead Public Works Director**

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**Supervisor:** City Manager  
**Department:** Public Works  
**EEO Category:** Operatives  
**FLSA Status:** Exempt (Full time)  
**Date Approved:** September 6, 2018

### **Purpose of Position**

The Public Works Director is responsible for determining major departmental policies, for planning and implementing public works programs and for making difficult administrative decisions. The primary responsibility includes all streets, drainage operations and maintenance as well as grass cutting on public areas. The major emphasis of his work is overall administration and coordination. Reliance is placed on the city engineers for advice and recommendations relative to more complex engineering problems. Supervision is exercised directly or through subordinate administrators over a large staff of professional, technical, skilled, unskilled and clerical employees.

### **Responsibilities**

- Plans, assigns, directs, coordinates and exercises general supervision over departmental employees engaged in a wide variety of public works operations; studies departmental organization, personnel distribution and project requirements to affect the most efficient and economic utilization of available personnel.
- Establishes program and project policies for department with the approval of the City Manager.
- Ensures that the budget of the department is followed and is not exceed.
- Analyzes the departmental budget and prepares final budget estimates.
- Prepares a variety of reports, as requested.
- Works closely with the City Manager to create a 5-year capital projects plan including street paving, new roads, drainage problems, beautification and equipment replacement.
- Maintains an active and accurate work request and work order log using Incode.
- Insures the safety of the general public and staff during times of emergency, such as ice storms, hurricanes, etc.
- Insures all City drainage is properly functioning at all times and identifies any problem areas and communicates with City Manager to develop a plan to correct any potential problems.
- Prescribes general rules, regulations and administrative policies for the department.
- Confers on frequent basis with City Manager and technical subordinates within department in initiating work, assessing work progress and resolving work problems.
- Meets with other department administrators, contractors, engineers, utility companies, federal, state and county agencies to discuss current and proposed work, work problems and work procedures; meets with schools and various civil organizations as city representative to discuss public works programs, needs and problems.

- Thorough knowledge of administrative practices and procedures relative to public works management.
- Other duties as assigned.

**Education, Experience & Knowledge:**

- B. A. or B. S. from accredited college or university with a major in civil engineering or a relate field.
- Extensive experience in public works engineering/operations, including progressively responsible supervisory or administrative experience.
- A combination of education and work experience may be substituted for above requirements.
- Thorough knowledge of construction and maintenance methods, materials and equipment as employed in municipal public works.
- Considerable knowledge of the principles and practices of civil engineering as applied to municipal public works activities.
- Considerable knowledge of federal, state and local laws and regulations applicable to municipal public works activities.
- Considerable knowledge of public works contract administration.
- Considerable knowledge of current literature, sources of information, trends and developments in municipal public works administration.
- Ability to plan, direct and coordinate the work of subordinates.
- Must have and maintain a valid driver's license as required for work being performed.
- Physical ability required in working assigned tasks and ability to deal with others.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.
- Excellent customer service skills.
- Knowledge of Incode permitting software, preferred.
- Knowledge of Microsoft Word, Outlook and Excel.

**Preferred License and Certification:**

Valid driver's license is required, and a CDL Class A or B is preferred.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting



and kneeling to perform the essential functions. Working conditions are primarily outside.

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Employee

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Date

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Supervisor

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Date