

CITY OF CHURCH HILL
IS HIRING
PUBLIC WORKS DIRECTOR

This employee is responsible for technical and supervisory work in planning, organizing and directing the overall work and activities of the streets, parks and recreation, utilities, building inspection, sanitation, and fleet maintenance functions. This position is under the general supervision of the BMA.

EQUIPMENT/JOB LOCATION

The employee will operate a variety of modern office equipment such as a calculator, copy machine, computer, etc. The employee will also operate a variety of light and heavy equipment such as a dump truck, sanitation truck, backhoe, weed eater, mower, snow plowing equipment, etc.

The employee routinely works both indoors and outdoors and may be exposed to extreme conditions of weather.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, schedules, designs, organizes, directs and provides overall supervision of the personnel, programs and activities related to the operation of the streets, parks and recreation, utilities, building inspection, sanitation, and fleet maintenance functions.

Directs and participates in the preparation of the annual departmental budget, and in the control and expenditure of appropriations.

Assists in writing specifications, estimates the cost of projects, and reviews bids and contracts.

Keeps and completes a variety of records and reports.

Makes recommendations concerning the hiring, discipline, and promotion of employees.

Directs and performs inspections of contract work; recommends acceptance of work by the city.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Supervises and instructs other employees in the safe operation of equipment.

Answers complaints from the public concerning street repairs, parks and recreation, water and sewer, garbage collection problems, etc.

May operate heavy and light equipment while working as Supervisor of a public works crew. Tasks include mowing, chipping, paving, street repair, boom truck and pick up truck operation, snow plowing, backhoe operation, leaf and brush collection, sanitation collection, etc.

May perform a variety of general labor duties such as painting, weed spraying, brush and weed trimming, and general utilities and street maintenance.

Attends City Commission and Planning Commission meetings.

Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

Possesses knowledge of materials, methods and techniques commonly used in maintaining and repairing streets, landscaping and grounds maintenance, and general construction work.

Possesses considerable knowledge of garbage collection equipment and methods, and the principles of a refuse collection system.

Knows types and uses of light and heavy equipment used in maintaining streets, including storm sewers.

Able to plan, lay out, direct and supervise the work of subordinates performing skilled and unskilled work.

Able to establish and maintain effective working relationships with employees, officials, and the general public. Public contact is frequent.

Able to understand and follow oral and written instructions.

Possesses knowledge of city codes and state or federal laws pertaining to the operation of public works facilities such as water or sewer treatment plants, etc.

Able to read, write legibly and make accurate arithmetical calculations.

Able to keep operational records and make reports.

Possesses knowledge of occupational hazards and safety precautions.

QUALIFICATIONS

Graduated from a standard high school, preferably supplemented by college level course work in Civil Engineering.

Has at least 5 years' experience in a public works department, with progressively responsible supervisory experience.

Is experienced in road construction or maintenance, refuse collection, building inspection, or in other construction trades.

Possess a valid State of Tennessee Commercial Driver's license.