



Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Public Works Director	Department: Public Works	
Pay Grade: 231	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to supervise, plan and direct the activities of the Public Works Department in order to ensure the proper provision and administration of public services, including road maintenance, county garage, recycling and solid waste management for the citizens of Greenwood County. Prepares and administers department budgets; ensures all work is conducted within budgetary constraints and according to Greenwood County policy, codes and standards of quality. Reviews work of subordinates for completeness and accuracy.

This class formulates long-range goals for the organization, develops policy and position papers and negotiates with the County Manager.

This class works under limited supervision reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Directs and oversees the activities of department supervisors and clerical staff; assigns workloads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees and acting on employee problems. Recommends transfers, promotions and salary increases and/or approves employee discipline and discharges.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

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Develops and implements policies, programs, practices and procedures for all activities related to the proper operation of road maintenance, the county garage, recycling and solid waste collection, disposal, and leaf and limb. Conducts special studies and evaluates the effectiveness and efficiency of department operations. Establishes short and long-term priorities in order to meet departmental goals.

Coordinates projects with municipalities as required.

Ensures compliance with all applicable state and federal regulations.

Ensures effective cost allocation of equipment, materials and personnel for department activities.

Prepares cost analysis studies.

Prepares specifications and bid documents; reviews and approves proposals for contracted work and equipment purchases.

Prepares annual operating and capital budgets; monitors accounting records; and ensures the departments operate within approved budgets. Maintains appropriate records of operations for departments.

Provides direct technical and administrative assistance to the County Manager as necessary.

Receives and responds to complaints and requests for service from Greenwood County residents concerning public services. Provides public information regarding department projects and operations through conducting media interviews, attending public meetings and making public presentations as required.

Oversees and ensures department compliance with inspections and prepares analyses, records and reports concerning inspections as necessary. Coordinates and monitors all regulations and codes established by OSHA, Water Resources, DHEC, EPA and other agencies.

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Maintains all environmental permits for Public Works.

Investigates, evaluates and files reports on departmental accidents and safety violations. Attends administrative staff meetings, training sessions and other meetings as required. May be required to respond to emergency calls.

Receives, reviews, prepares and/or submits various records and reports including requisitions, billing invoices, accident reports, payroll sheets, budget documents, job applications, employee action forms, technical reports, specifications, performance appraisals, contracts, memos, and correspondence.

Operates a variety of equipment such as a vehicle, two-way radio, computer, copier, calculator, scientific calculator, blueprint machine, telephone, drafting instruments, etc.

Completes grant applications to state agencies and administers grants awarded by completing quarterly and annual reports.

Responsible for certification of Commercial Motor Vehicle Enrollment.

Interacts and communicates with various groups and individuals such as the County Manager, other County department heads and employees, Department of Transportation, County Council, vendors, attorneys, engineers, consultants, news media, city officials and the general public.

Additional Duties:

Performs routine office duties, including but not limited to picking up and delivering office mail, answering the telephone and copying documents.

Conducts facility tours for public groups as requested.

Oversees building maintenance.

Responds to emergency calls as needed.

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Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Directs or commands others by issuing orders and instructions.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a large department or through interpreting policy as legal counsel.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

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Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

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Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious - affects entire organization and the general public.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Develops and implements long-range capital plans and programs to support the goals and objective of the organization.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

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Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in civil engineering, environmental science or other relevant field.

Requires four years of experience in public works, engineering or construction operation, two of which has been in a management capacity OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Must possess valid state driver's license and landfill Manager certification.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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