

**Public Works Director**

**DEPARTMENT OF PUBLIC WORKS**

**General Description**

The Director of Public Works is a full-time position that manages the overall and day-to-day operations of the Public Works Department, and is the final departmental authority in all matters of policy and operation. The immediate supervisor for this position is the mayor. The person in this position supervises all full-time employees and part-time employees in the Public Works Department. The Director works regular hours most of the time, with some flexibility when the workload demands it. There may be some night work on a regular basis, usually to attend meetings. The person in this position is always on call. Work duties are performed inside and outside, and in various weather conditions. Physical work may be required. The position has accountability for monetary, fiscal, budgetary, safety, and relevant legal issues in the department. There may be exposure to chemicals and other hazardous materials.

**Duties and Responsibilities**

Assigns supervisors and employees to daily routes and provide special instructions when needed. In charge of assuring that street maintenance is completed properly and on schedule, drive city streets to see where maintenance is needed, assist in developing schedules for street maintenance when needed, and assist in assuring that rights of ways are mowed and clear of debris.

Check all equipment for safety, and provide problem solving to employees as needed. Analyze work to be done and assist in determining if work should be done in-house or by a contractor. Make recommendations to Mayor and Board with respect to City equipment. Provide assistance and coordinate assistance with other departments as needed.

Maintain median highway lights for the City, as well as managing the recycling program. Operate heavy machinery as needed, as well as working with salesmen and contractors providing services to the City. In addition, this individual will perform other duties as directed and that are in the best interest of the City of Canton.

**Qualifications**

The person in this position **must have** a valid driver’s license. A high school diploma or its equivalent is required. In addition, an Associate degree in a related field is strongly recommended. Two (2) years supervisory experience in this or a related field is also strongly recommended.

**Knowledge, Skills and Abilities**

* + Delegate daily tasks to supervisors
  + Train employees on safety procedures and policies
  + Determine what locations are City property
  + Prepare project costs estimates
  + Determine most cost-effective method of completing projects
  + Operate heavy machinery, as well as power tools
  + Ensure equipment is functioning properly, as well as schedule maintenance
  + Respond to citizen’s complaints
  + Prioritize daily work flow
  + Handle multiple tasks simultaneously with frequent interruptions
  + Assist in developing departmental procedures
  + Water and sewer system layouts, as well as City street layouts
  + Read, understand, and apply city codes and ordinances
  + FEMA and flood plan regulations and procedures recommended
  + OSHA standards and regulations recommended
  + Basic mathematical and computer skills