

Job Title:	Public Works Director
OCG Job Code #:	DPW-001
Classification Code:	11-1021
Division:	Public Works
Department:	None
Classification Status:	Exempt
Position Type:	FTE
Retirement System:	CERS-N-HZ
Benefits:	Yes
Professional Certification (s):	Class A Commercial Driver's License
Compensation Category:	Public Works Director
Hourly Compensation:	Compensation based on qualifications
Minimum:	
Middle:	
Maximum:	
Yearly Compensation:	
Minimum:	
Middle:	
Maximum:	

Job Description

Job Summary

Direct the activities of the Public Works Department comprised from the county Road and Recycling/Solid Waste Department's, with overall responsibility for all administrative, operational, technical and capital improvement activities and coordination of intergovernmental activities.

Essential Duties (All the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class).

Road Unit:

- Performs administrative, fiduciary and professional engineering work in planning and directing the activities of the Public Works Division;
- Plans, schedules, organizes, assigns, and directs the work of supervisory and operational personnel engaged in the construction, alteration, maintenance and repair of roads;
- Plans and programs engineering projects according to established priorities, funds available, etc.;
- Oversees the acquisition, maintenance and inventory control of equipment, supplies and construction materials;
- Directs staff in setting priorities and operations of their crews;
- Makes personal inspections of all completed projects performed in the field;
- Meets with various outside agencies such as Department of Transportation, Planning and Zoning, City Officials, School Officials, Parks and other County Departments to develop and coordinate activities;
- Prepares and administers budget in accordance with program goals and objectives;
- Investigates and responds to citizen complaints or questions concerning roads, safety, drainage, or right-of-way and work with Federal and State Agencies on behalf of the county;
- Makes recommendations to the Planning and Zoning Commission on subdivision plans, drainage plans and flood plain releases, performs intermediate and final construction inspections and approves all preliminary and final plats.
- Administers contract projects let out for bid to private construction firms, including developing plans and specifications, inspecting work and approving bills for payment.
- Negotiates with property owners in obtaining needed right-of-way for roadway improvements.
- Prepares and present oral and/or written activity and progress reports to County Judge/Executive and the Fiscal Court.
- Performs any other work as dictated by KRS 179. 070.

Recycling/Solid Waste Unit:

- Administer the operation of county operated transfer stations;

- Assist with the preparation, administration, monitoring and evaluation of the annual program and budget;
- Maintain good working relationships with all county departments, staff members and other public agencies to ensure co-operation about solid waste or recycling projects and resolution to any potential conflicts or issues;
- Direct the disposal of refuse in the various county disposal areas to obtain maximum utilization of available space;
- Develop and implement strategic five (5) year plan in accordance with federal or state regulatory requirements;
- Interview, select, train, assign, evaluate, promote and discipline staff;
- Oversee RFP bids, agreements and service contracts necessary to fulfill recycling/solid waste operation obligations;
- Prepare requisitions for equipment, parts, and supplies; receive and handle inquiries and complaints pertaining to the county refuse program;
- Prepare and maintain a variety of records and reports;
- Prepare and conduct presentations to various boards, organization, agencies and the public; recommend procedures to reduce expenses and increase revenues;
- Coordinate the study, recommendation(s), acquisition and development of possible new disposal sites and closures of existing sites;
- Perform related duties as assigned.

Delegation Responsibility

1. Responsibilities include the direct and indirect supervision of operations and support staff within the Division of Public Works.

Relationships

The Director of Public Works performs duties within the Division of Public Works under the direct supervision of the County Judge/Executive.

Qualifications

Education and/or Experience

1. Must be a graduate of an accredited high school or equivalent
2. Prefer an associates or bachelor's degree in environmental science or related field. Prefer Manager of landfill Operations Certification (SWANA certification) or ability to obtain within one year.
3. Working knowledge of county government operations is preferred

Language Skills

1. Ability to read, analyze, and interpret policies, procedures, equipment manuals, safety documents, and governmental regulations
2. Ability to handle sensitive issues
3. Possess strong oral, written and listening communication skills
4. Ability to prepare and maintain various written reports

Mathematical Skills

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability

1. Define problems, collect data, establish facts, and draw valid conclusion
2. Interpret a variety of technical and instructional information
3. Make decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

1. Current Commonwealth of Kentucky driver's license
2. Hold a Class A Commercial Driver's License (CDL)

Other Knowledge and/or Skills

1. Methods, materials, practices and equipment used in the construction, maintenance and repair of roads and related facilities.
2. Operational characteristics of a variety of heavy construction equipment.
3. Occupational hazards and standard safety precautions in the work place.

4. Accurate estimation of materials, equipment, and personnel needed for the satisfactory completion of public works projects.
5. Preparing oral and written reports of progress and related work. |

Physical Demands

Work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel, lifting independently in excess of five (5) pounds and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Work Environment

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations, all weather conditions and various economic or social environments. Work frequently requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a powered air- purifying personal respirator in place of SCBA; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). |


Comments

- Must be 21 years or older
- Must be a citizen of the United States
- No Felony convictions
- Submit to Criminal Background and Drug Test |

Disclaimer:

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer may add to or revise this job description at any time.

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Authorizing Representatives			
Division/Department:	-	Date:	-
Human Resource Administrator:	Kelly Perkins	Date:	01/04/2024
Judge/Executive Approved:	Todd Woodyard	Date:	01/04/2024
Judge/Executive Signature:		Date:	01/04/2024
Last Updated By:	Kelly Perkins	Date:	12/01/2018