



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Manager, Public Works

Department: Public Services

Division: Public Works

GENERAL PURPOSE

Performs a variety of complex professional work in planning, directing, organizing, coordinating and supervising the public works projects and programs of the city; including storm water utility, water and waste water. Ensures the planning, surveying, designing, engineering, and inspection of construction and maintenance projects within the City.

SUPERVISION RECEIVED:

Under broad guidance, exercises discretion and independent judgment, reports to the Public Service Director.

SUPERVISION EXERCISED

Supervises all department/division staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as the Public Service Director in the absence of the same.

Assists in the planning, direction, and coordination of the public works and engineering services for the City; aids in evaluating and identifying present and future community needs; establishes daily priorities; formulates long and short range projects.

Interacts with the general public and developers to respond to and discuss questions and concerns relating to the planning, maintenance and/or installation of water and storm water systems; coordinates with the Director and with appropriate divisions to resolve problems concerning the same when necessary; drafts correspondence of provisions of services to appropriate parties.

Reviews construction plans for water/sewer/storm water compliance with City regulations.

Performs design calculations and drawing layouts for water lines, booster stations, storm sewers, storm water retention basins and roadways; inspect the same for adherence to City Code.

Develops plans and installation specifications and addenda including easements, deeds, and road right-of-ways; prepares and advertises bids in compliance with city purchasing policy; inspects work and review pay requests for approval; issues final approval letters.

Assists Director with preparing annual operating and capital budget recommendations and administers funds for the department, monitors expenditures to ensure budget compliance; assists in preparing a five-year capital budget for major construction projects.

Maintains awareness of federal and state regulations as they apply to various areas within the Public Works Division; assists implementing new policies and procedures as needed.

Assists the Director when required in the administration and supervising of the division's activities.

Prepares and processes required reports and documentation appropriate to the Public Works Divisional needs; maintains and updates manuals and records.

Plans, directs and coordinates the environmental, engineering, sewer, streets and grounds or other public services for the City; evaluates and identifies present and future community needs; establishes daily priorities; formulates long and short range projects.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Interacts with the general public and developers to respond to and discuss questions and concerns relating to the planning, maintenance and/or installation of water and storm water systems; coordinates with appropriate divisions to resolve problems concerning the same when necessary; drafts correspondence of provisions of services to appropriate parties.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

May serve on committees as required.

Collects and analyzes data for special projects as required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- a) Graduation from an accredited four-year college or university with a bachelor's degree in civil, mechanical, structural or related engineering, public administration, or a closely related field; and
- b) Five (5) years of progressively responsible supervisory experience in construction, architecture, civil engineering, varied public works operations, including storm water maintenance and construction; and
- c) Certification from the South Carolina Board of Engineering Examiners; possession of a license as a Registered Professional Engineer is preferred; or
- d) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities:

- a) Considerable knowledge of: civil engineering principles, practices and methods as applicable to a municipal setting. Thorough knowledge of: applicable City policies, laws and regulations affecting Public Utilities activities. Working knowledge of GIS systems.
- b) Skill in operating the listed tools and equipment;
- c) Ability to: communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials and the general public; conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

Must possess a valid South Carolina driver's license.

TOOLS AND EQUIPMENT USED

Operates and utilizes related equipment and machinery to include general office equipment, computers, civil engineering software programs, modern surveying instruments, planimeters, automatic levels, transits, cameras, blueprint machines, hand levels, etc.

PHYSICAL DEMANDS

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public services facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.