

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Environmental/Public Works Director

Department: Environmental/Public Works

Pay Grade: 520

FLSA Status: Exempt

Job Code: E701

JOB SUMMARY

The purpose of this classification is to direct, develop, plan, and control the operations of the Environmental and Public Works Department, including water treatment and distribution, stormwater management, waste and recyclables management and collection, fleet management and environmental protection and education. Employee in this classification is responsible for formulating policies and procedures; developing and obtaining resources; directing operations through subordinate supervisors; assessing operations; and identifying current and projected environmental and public works needs and developing plans to meet those needs. Under the general direction of the City Administrator, The Environmental/Public Works Director has the ultimate responsibility for the delivery of these citizen services for the City of Roswell.

ESSENTIAL JOB FUNCTIONS

- Manages personnel functions for the department; plans and oversees the work of subordinate managers who in turn supervise staff; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; prepares performance evaluations; investigates complaints against departmental personnel; ensures staff understands the impact and effect of responsibilities; ensures staff receives training and necessary resources to carry out duties effectively, encouraging the personal development of each individual to enhance the provision of responsive and quality services; prepares and/or reviews reports of employee injuries.
- Directs operations and maintenance of water treatment plant, water distribution system, solid waste collection and disposal, recycling facilities and activities, and vehicle maintenance, repair and fueling; reviews water maintenance and construction activities; recommends rate structure for water distribution, stormwater, and waste collection services.

- Establishes and promotes customer service policies, defining appropriate procedures, and assures compliance by staff; formulates and administers environmental programs.
- Formulates policy and procedures; plans, develops, and directs department operations; assesses effectiveness and implements changes as needed; develops strategic plan and departmental mission and vision.
- Prepares, administers and defends the departmental budget and adjusts priorities as needed; identifies needs and obtains and allocates resources for the department; develops alternative funding proposals; issues and obtains necessary equipment, materials, and supplies and ensures their proper inventory, record keeping, repair and maintenance.
- Performs a variety of public relations duties including responding to questions from the public regarding public works and environmental issues, procedures, and services; provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses, both planned and impromptu; represents City at regional functions.
- Conducts and participates in meetings; attends training; initiates Council communications for their agenda; presents information to Mayor and Council, regional and State organizations and the general public regarding long-term planning, strategic planning, policies and procedures for ongoing operations to clarify the impact and implications of particular decisions and program approaches.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Works with the City Administrator and elected officials on department activities; department organization, budget, and resource allocation; developing and maintaining plans in all divisions, coordinating and collaborating with other Department leaders as needed, and obtaining approval of all personnel actions and purchasing actions in accordance with City policies and procedures.
- Communicates with supervisor, employees, other departments, the general public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in civil or environmental engineering or a closely related field; Master's degree preferred. Ten (10) years of experience in engineering, utility or public works management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Professional Engineer's License, Georgia

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, county, Atlanta Regional Commission, state and federal codes, ordinances and regulations pertaining to water treatment and distribution, stormwater management, waste and recyclables management and collection, and environmental protection and education.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to communicate technical information and policy implications effectively and clearly in the appropriate context to staff, Mayor and Council, and external organizations using oral, written and graphic means.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations. Skills and familiarity with analytic geometry, calculus, statistical analysis, trigonometry, and mathematical modeling are occasionally needed.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.