

## FAIRFIELD COUNTY

JOB TITLE: PUBLIC WORKS DIRECTOR  
PUBLIC WORKSGENERAL STATEMENT OF JOB

Under limited supervision, is responsible for the development and implementation of policies, programs, practices, and procedures for proper construction and maintenance of roads, bridges, and drainage systems within Fairfield County. Is also responsible for the overall operation of solid waste management procedures and animal control. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Is responsible for developing and recommending policies concerning Public Works activities to the County Administrator. Implements policies established by the County Administrator at the direction of the County Council.

Directs and supervises all activities relative to the proper construction and maintenance of roads, bridges, and drainage systems within the County; for activities relative to solid waste management including searching for and securing new areas to locate recycling centers, making arrangements for setting up centers with needed items, etc.; and for activities relative to animal control. Directs and oversees various other functions including clearing land, filling abandoned wells, installing dry hydrants in ponds for use by the fire departments, etc.

Performs such supervisory duties as instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; recommending salary increases, transfers, promotions, disciplinary actions, and discharges. Directs the management of inmate work crews.

Ensures compliance with all applicable state and federal regulations as well as all County policies, practices, and ordinances.

Performs cost analysis studies to ensure effective cost allocation of equipment, materials, and personnel.

Is responsible for directing and overseeing all procurement procedures for the Department to include such items as road signs, poles, pipe, lumber, gravel, supplies and equipment needed for vehicle maintenance, office supplies, etc. Is responsible for maintaining topsoil pits according to State Mining and Reclamation Department. Researches and secures additional topsoil for leasing as needed.

Is responsible for preparing annual operating and capital budget for the department, and assures that the department operates within the approved budget.

Supervises the department's accounting records.

Is responsible for receiving and responding to complaints and requests for service from County residents regarding all areas under supervision.

Provides information to the public via presentations, the news media, etc.

Provides direct technical and administrative assistance to the County Administrator in the area of Public Works responsibilities.

Researches and evaluates accidents and safety violations in the department.

Evaluates the effectiveness and efficiency of the department and studies new developments in order to increase efficiency.

Attends various meetings, seminars, etc. in order to stay abreast of current procedures and technology related to public works.

Receives, reviews, processes, files, and/or submits a variety of documents and reports including maintenance reports, invoices, road easements, drainage easements, complaints, requisitions, purchase orders, financial statement, statistical analysis reports, personnel reports, etc.

Prepares various documents and reports including budget, production reports, mining reports, annual reports, specifications, presentations, recommendations, personnel records/reports, and general letters/memos of correspondence.

Operates a motor vehicle, a two-way radio, and various office machines including copier, calculator, etc. Operates all heavy equipment and other equipment utilized by Departmental personnel as needed to monitor and supervise Departmental functions.

**ADDITIONAL JOB FUNCTIONS**

Assists the Emergency Preparedness Office as needed.

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Four year degree in civil engineering, management, public administration, or a related field and three to five years of experience in Public Works or in the operation and maintenance of heavy equipment and road maintenance and construction; some of which must have been at the management level; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. Commercial Driver's License.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a motor vehicle as well as some general office machines. Must be physically able to exert up to thirty-five pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position involves walking, standing, kneeling, stooping, or reaching for brief or extended periods of time. Must be able to lift and/or carry weights of approximately seventy pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or instructions to assistants. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read and comprehend a variety of documents and reports. Requires the ability to prepare various documents and reports such as budget, monthly reports, presentations, specifications, personnel reports, general letters and memos, etc., using the proper format, punctuation, spelling and grammar, and using all parts of speech. Requires the ability to

communicate with other County personnel, subordinates, the County Administrator, vendors, the news media, the general public, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Must be able to apply rational systems such as engineering, legal systems related to County ordinances, accounting, personnel, etc., in order to solve problems and deal with a variety of concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing office and other equipment. Must be able to operate various types of heavy motor equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of procedures, methods, materials, and equipment used in road maintenance and construction. Has considerable knowledge of procedures, methods, materials, and equipment used in solid waste management as well as animal control. Has considerable knowledge of all safety procedures and precautions related to the use of heavy

equipment and the ability to implement and enforce them. Is able to make estimate time, materials, and supplies, costs and labor required in various maintenance activities and work within budgetary constraints. Has extensive knowledge of management methods in a variety of activities. Has considerable knowledge of all state and federal regulations governing various activities as well as local rules, regulations, ordinances, etc. Knows of records and reports which must be completed and has the knowledge and ability required in completing same. Has good knowledge of the geography of Fairfield County. Knows how to read maps, blueprints and other specifications received. Is able to deal effectively with individuals with a wide variety of backgrounds; has good public relations skills. Is able to coordinate well with others and maintain effective relationships with subordinate employees. Is able to plan, organize, supervise, and inspect the work of technical and sub-professional personnel. Is able to develop, interpret, and apply policies and procedures, and evaluate their effectiveness. Has the ability to communicate and interact with people from a very wide variety of backgrounds as well as education levels; is able to be tactful and understanding when dealing with citizens who complain and sometimes become irate. Has the knowledge and ability to perform required mathematical calculations correctly and quickly. Has the ability to use independent judgment in routine and non-routine situations. Has the ability to be an innovative self-starter in the day-to-day requirements of the position. Has the ability to make sound, educated decisions. Is able to perform duties under stressful conditions relating to meeting tight deadlines, meeting the needs of the public, and supervising inmates.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying

alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

**Staffing:** Works with the the County Administrator and the Personnel Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between

operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**