

TOWN OF ABITA SPRINGS

Job Description: Public Works Director

Band: Director

Job Purpose

The Public Works Director plans, directs and manages the activities, projects and operations of the Public Works and Maintenance Department including street maintenance and construction, utility maintenance, building maintenance, and solid waste services.

Reports to: Town Mayor

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Plan and direct the Public Works Department work plan, assigning projects, evaluating work methods, resolving problems and ensuring timely and efficient completion of projects.
- Select, train and evaluate Public Works employees to ensure work is completed to Town standards.
- Assess and monitor the Town's infrastructure to provide adequate level of public service for existing systems and future developments.
- Participate in the development and administration of the Public Works Department budget, approving the forecast of funds, overseeing and approving all related expenditures, adjusting as needed to meet annual budget.
- Represent the Public Works Department to the general public responding to citizen concerns and resolving issues.
- Attend and participate in professional group meetings staying abreast of new trends and innovations in the field of Public Works.
- Prepare analysis, reports and correspondence related to the Public Works Department; prepare and deliver verbal/written reports to Town Council.

Job Qualifications

- 5-7 years of experience in Public Works management, construction or related field including 2+ years of supervisory level work
- Associates Degree
- Strong communication skills
- Valid Driver's License
- Customer Service mindset

Direct Reports

- Public Works Supervisor
- Public Works Laborers (6)
- Public Works Clerk