

Job Title: Special Projects Coordinator for Streets Maintenance and Water and Sewer Operations Oversight

Job Summary: This position coordinates and supervises the activities of the Streets division in order to properly repair and maintain City streets and roadways, right-of-ways and sufficient drainage structure in the City and the oversight of the water and sewer division. Work is performed under the supervision of the Public Works Director.

Major Duties:

- Supervises and assists in the maintenance of City streets, roadways and drainage structures.
- Monitors safety regulations at work sites to protect City personnel, equipment and existing structures.
- Responsible for identifying street and roadways needing repairs; assists in streets repair, maintenance and landscape activities as needed.
- May operate a variety of heavy construction and maintenance equipment.
- Works with Public Works Director to plan short and long-term division goals, priorities and deadlines for streets and water and sewer.
- Trains Streets workers and instructs in work methods, rules and standards.
- Ensures appropriate safety standards are followed on all assignments.
- Facilitates problem solving as needed, regarding equipment scheduling, assignments and employee complaints.
- Assists Public Works Director in preparation of annual departmental budget relating to streets and water and sewer.
- Interviews applicants for position vacancies in streets and water and sewer; makes hiring recommendations to Director in compliance with applicable policies and procedures.
- Assist Community Development Department in ensuring compliance with the City's NPDES Permit and MS4 program.
- Manage and oversee resurfacing and transportation improvement project under the LMIG and SPLOST programs, including preparation of design drawings, technical specification, bids and contract documents.
- Initiates appropriate disciplinary action; recommends termination to Director when necessary in streets and water and sewer..
- Establishes priorities for work schedules and daily allocation of personnel, equipment and other division resources within streets and water and sewer..
- Listens to and addresses citizens' questions regarding service complaints and problems relating to streets and water and sewer operations..
- Coordinates and submits recommendations for purchasing equipment necessary to the streets and water and sewer divisions; maintains inventory for relevant equipment.
- Maintains the appearance and proper functioning of Streets and water and sewer equipment.
- Performs other related duties as required.

Knowledge Required by the Position:

- Knowledge of safe, effective methods and techniques of operating a variety of heavy construction and maintenance equipment used in such work as excavating, loading, digging, etc.
- Knowledge of occupational hazards involved and the safety precautions necessary to accomplish division objectives.
- Knowledge of City and departmental operating policies, procedures and rules.
- Knowledge of all applicable traffic laws, ordinances and regulations governing the transport/operation of motorized equipment and vehicles on or near public thoroughfares.
- Knowledge of City streets, roads and drainage structures.
- Knowledge of budget preparation and monitoring.
- Skill in safe and effective operation, use and care of a variety of heavy equipment and vehicles to satisfactorily accomplish assigned projects.
- Skill in identifying equipment or structural problems and malfunctions.
- Skill in effective, clear oral and written communications.
- Ability to lead, supervise and schedule the work of subordinates to effectively and efficiently accomplish division objectives.
- Ability to evaluate, analyze and solve problems and complaints regarding street and roadway repairs and maintenance and water and sewer operations.
- Ability to tactfully and courteously handle customer questions and complaints.
- Ability to work independently and handle multiple priorities effectively and efficiently.
- Ability to observe, follow and direct subordinates to follow necessary safety precautions in all areas of assignment.
- Ability to work well with others, including elected officials, co-workers and the general public.

Supervisory Controls: Work is assigned by and performed under the general supervision of the Public Works Director according to specific department and City goals.

Guidelines: Guidelines include City codes, departmental policies and procedures, state and federal rules, OSHA laws, Georgia DOT rules and regulation and best practices and guidelines of water works.. These guidelines are generally clear and specific, but require some judgment, selections and interpretations in application.

Complexity: This position consists of a variety of tasks, including daily operations, planning and supervision of streets personnel and water and sewer supervisor. The need to project long-range and expenses contributes to the complexity of the work.

Scope and Effect: The purpose of this position is to manage the daily operations of the Streets division and oversee the water and sewer division operations. Successful performance contributes to the efficient and effective operation of the Streets and Water & Sewer divisions, and, by extension, Public Works Department.

Personal Contacts: Contacts are typically with elected officials, co-workers, other City employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, negotiate or settle matters and provide services.

Physical Demands: The work is typically performed with intermittent standing, walking, bending, crouching and crawling. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

Work Environment: The work is typically performed outdoors, near moving mechanical parts and in high, precarious places. The employee is exposed to loud noise, inclement weather conditions, fumes or airborne particles and toxic or caustic chemicals.

Supervisory and Management Responsibility: This position has direct supervision over Streets personnel and the Water and Sewer Supervisor.

Minimum Qualifications:

Associate's degree in engineering required; three (3) to five (5) years of progressively responsible experience in Streets maintenance and water and sewer operations or related field; must possess a valid Georgia CDL license; equivalent combination of education and experience.