

**CITY OF GRAYSON, GEORGIA  
POSITION DESCRIPTION**

**POSITION TITLE: PUBLIC WORKS DIRECTOR**

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**PURPOSE OF POSITION**

The purpose of this position is to perform inspections of City Property and to oversee the public works activities in the areas of construction, maintenance and cleaning of city buildings and grounds.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Maintain files of inspections, re-inspections, consultations, phone conversations, inspection notes, and other required reports; compile status reports on specific assignments as requested.

Coordinate removal of trash in City right-of-ways and on City property.

Maintain City vehicles and equipment and maintain service records.

Coordinate with the Community Development Director prior to City events to discuss event site set-up and particular needs for upcoming events. Oversee the set-up and take-down of event site and signage for all entertainment functions in the City park.

Inspect City parks and other city properties to check for safety issues and take appropriate action to correct.

Assess needed repairs and improvements to City property. Prepare scope of work, prepare bid documents, meet with bidders, review bids and evaluate quality and price. Oversee projects to completion.

Ensure warehouse/storage facility is clean, organized and safe.

Ensure restrooms on City property are cleaned and stocked daily.

Oversee the installation of all holiday decorations including hiring workers and arranging for equipment to accomplish the task.

Inspect and evaluate city acquisition of tools and equipment and make purchases within scope of procurement policy.

Coordinate inmate labor crews for roadside work.

Set-up of Senior Center activities.

Supervise and direct department employees.

Perform other related duties as assigned by City Administrator.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

Skill in operating the tools and equipment necessary to perform essential functions.

Ability to communicate effectively, orally and in writing, with employees and other governmental agency representatives, City officials and the general public.

Knowledge of relevant codes and ordinances.

Knowledge of the geography of the City of Grayson.

Knowledge of theories, principles, and practices of government and department policies, procedures, and methods required in the performance of duties.

Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.

Ability to use independent judgment in routine and non-routine situations.

Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Ability to plan, organize, and/or prioritize daily assignments and work activities.

Ability to read plans and other technical diagrams, plats, and documents.  
Knowledge of relevant Storm Water regulations, both State and Federal.

## NECESSARY SPECIAL REQUIREMENTS

Hold valid Georgia driver's license with a clean driving record.

Obtain CPSI (Certified Playground Safety Inspector) and Stormwater Red Card certification within 1 year from time of employment and maintain certification during term of employment.

## ADA COMPLIANCE

**Physical Ability:** Although some of the work is performed sitting at a desk with intermittent standing, walking and stooping, most is done outside and requires bending, crouching, climbing ladders, and frequently lifting light objects. Also, much time is spent sitting in an automobile in transit to inspection sites.

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 50 pounds.

**Sensory Requirements:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Some tasks require the ability to communicate orally.

**Environmental Factors:** While performing the duties of this job, the employee frequently works in outside weather conditions. The employee will occasionally be exposed to dust, dirt, construction machinery, and noise.

The City of Grayson, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.