

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E701
FLSA:	E
WC:	8810
PG:	520
EEO:	1

CLASSIFICATION TITLE: ENVIRONMENTAL / PUBLIC WORKS DIRECTOR

PURPOSE OF CLASSIFICATION

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 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.

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 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.

Communicates with supervisor, employees, other departments, the 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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

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. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Thorough 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. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must have the 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.

Data Utilization: Requires the 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.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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 workstation, or in outdoor weather conditions.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. The work of this position routinely requires the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, heights, machinery, vibrations, traffic hazards, or rude/irate customers.

The City of Roswell 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.