

PUBLIC WORKS DIRECTOR

The City of Holly Springs is seeking to fill the Public Works Director position.

SUMMARY

To plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including street maintenance and construction, central maintenance, tenance, engineering, traffic engineering, building maintenance, and solid waste services; to coordinate assigned activities with other city departments and outside agencies.

Essential duties and responsibilities

- Manage all Public Works department services including street construction, basic engineering duties, managing outsourced contractors, understand and enforce city ordinances, advise city in areas of economic and community development, and other related responsibilities
- Establish, within the city policy, appropriate service options; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend allocation of resources accordingly
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend and implement changes
- Serve as one of the City's resource for technical engineering expertise
- Ability to apply technical and engineering principals of utility distribution
- Enforce regulations and ordinance as well as coordinate zoning activities for projects that involve utility expansion in rural areas
- Review, process and issues permits
- Analyze, organize, and delegate in order to execute policies and programs
- Conduct inspections of commercial and residential buildings
- Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for: equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments
- Effective communication (oral and written) interpersonal and public relations skills
- Must have a valid driver's license

KNOWLEDGE/EDUCATION/EXPERIENCE

- Bachelor's Degree in Civil Engineering or related field and five (5) years related experience
- Mississippi Professional Engineers License (P.E.) preferred
- Knowledge of applicable local, state, and federal laws and regulations
- Knowledge of government processes and services, funding sources, and economic research methods
- Computer Aided Design (CAD) knowledge preferred

Applicants interested in this position should complete City of Holly Springs employment application and submit a resume including salary history, references and educational background to: City of Holly Springs, Attn: Yolanda Carter, Human Resources Director, 160 S. Memphis St., Holly Springs, MS 38635 or www.hollyspringsms.gov.

THE CITY OF HOLLY SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER