

City of Summerville  
Job Announcement  
Assistant Public Works & Utilities Director

## **JOB SUMMARY**

This position is responsible for assisting in directing the operations of the Public Works & Utilities Department. In lieu of a Superintendent, this position will oversee the management of the treatment plants.

## **MAJOR DUTIES**

- Assist in directing the city's public works and utilities operations, including gas, water distribution, wastewater collection, street inspections and evaluations, contingency planning, safety, and other activities, processes, or programs.
- Assist in developing long-range plans and establishes priorities for department operations; develops, recommends, and implements approved operating procedures and practices.
- Identifies and schedules work assignments; ensures compliance with plans, specifications, schedules, budgets, and policies.
- Approves blueprints and specifications
- Operates a variety of heavy and light equipment
- Maintains material inventory.
- Assists in the preparation of the annual department budgets
- Conducts backflow tests.
- Responds to and resolves customer complaints.
- Oversees the installation of water and sewer mains and laterals.
- Inspects and maintains reservoirs.
- Directs department vehicle and equipment maintenance.
- Responds to after-hours emergencies.
- Researches and recommends the purchase of tools and equipment.
- Prepares regular and special reports.
- Locates underground utilities.
- Performs related duties.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, where the employee is exposed to dust, dirt, noise, contagious or infectious diseases, irritating chemicals, machinery with moving parts, and occasional cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree or equivalent experience.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water distribution and sewer collection.

Any person interested in this position may submit an application at the City of Summerville, PO Box 180., Summerville, GA 30747. Resumes may also be submitted via e-mail to [jgalloway@summervillega.org](mailto:jgalloway@summervillega.org)