

City of Vicksburg Job Description

Job Title: **Public Works Director / City Engineer**
Department: **Public Works Administration / Engineering**
Reports To: Board of Mayor and Aldermen
Prepared By: GV, TMJ
Prepared Date: 1/4/18, Amended 5/18/2020
Approved by Antoinette Bradley, June 2018
Amended version approved by Fermika Smith, May 2020

Summary

Public Works Director –

Directs and coordinates activities of all Public Work's Departments and utilities in the City of Vicksburg, personally or through subordinate supervisors.

Manages all Public Works Departments, through organization, scheduling, assignment, supervision, performance appraising, discipline, addressing complaints and resolving problems of Public Works supervisors and any other employee, as needed.

City Engineer –

Plans, designs, and directs Civil Engineering Projects such as roads, bridges, harbors, storm sewers, water and gas pipelines. Administer and enforce the provisions of the subdivision ordinance.

Both the following duties perform jobs.

Essential Duties and Responsibilities

Public Works Director –

Confers with officials responsible for street and building construction and maintenance and for supplying water, power, sanitation, or other services to coordinate use of human resources and equipment.

Works to consolidate purchasing requests.

Reviews preliminary budgets and adjusts items for conformance to anticipated needs.

Attends City Board meetings to present budgets, activity reports, contracts/bids, and any other plans for future activities.

Confers with suppliers and places orders for equipment, materials, and supplies, as needed.

Reviews plans, programs, and practices relative to municipal public works.

Serves as chief liaison between the City and engineering consultants and contractors to insure efficiency and cost effectiveness. This responsibility will include water treatment and wastewater treatment plants.

Reviews engineering plans, specifications and technical reports prepared by outside consultants.

Makes the final inspection of construction projects.

Prepares applications and necessary supporting documents for State and Federal grants for engineering and public work endeavors.

City Engineer –

Analyses reports, maps, drawing, blueprints, tests and aerial photographs on soil composition, terrain, hydrological characteristics and other topographical and geologic data to plan and design projects.

Calculates cost and determines feasibility of projects, based on analysis of collected data.

Prepares or directs preparation and modification of reports, construction schedules, environmental impact studies and designs for projects.

Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, construction, and safety standards.

Directs the construction and maintenance activities at some project sites, when needed.

Responsible for the preparation of plans and specifications for public works projects and subdivision/site plan review, including streets, water, gas, sanitary sewer, and storm drainage.

Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

Supervisory Responsibilities

Public Works Director –

Manages subordinate supervisors, who supervise employees in the Animal Control, CAD/GIS, GPS, Engineering, Gas, Mosquito Control, Right of Way, Sewer, Street, Traffic, Waste Water, Water Mains and Water Treatment Departments.

Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees, addressing complaints, and resolving problems.

Qualifications

Public Works Director / City Engineer –

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A bachelor's degree from an accredited college or university in Civil Engineering, Environmental Engineering, or a related field and experience in public works and utilities, including management experience.

An advance degree in public administration, business administration or a related field is desirable. Prior government experience is preferred. Must have or be able to obtain P.E. license in the State of Mississippi. Must have knowledge of engineering and construction contract administration and development in the field of municipal public works engineering.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet Software and Word Processing Software. Experience in Munis and Kronos Software is preferred but not required.

Certificates, Licenses, Registrations

Must have, or be able to obtain, and maintain a valid Mississippi Driver's License.