

Worcester County Job Opportunities

DEPARTMENT: PUBLIC WORKS
JOB TITLE: PUBLIC WORKS DIRECTOR
SALARY/GRADE: SALARIED, NON-CLASSIFIED
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: The Director of Public Works is a highly responsible Department Head position that provides direct oversight of division superintendents charged with the daily operation of Roads, Solid Waste, Water and Wastewater, Maintenance, Fleet Management, and Mosquito Control. This individual is appointed by the County Commissioners and reports directly to the Chief Administrative Officer.

General Requirements:

- Drug & alcohol testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history

Essential Job Duties and Responsibilities:

- Provide direct oversight and direction of division superintendents in Public Works operation with indirect supervision of entire public works staff.
- Develop and implement policies and procedures for the Public Works Department.
- Approve bid specifications for equipment and capital projects.
- Plan, approve and budget long and short-term capital work projects.
- Give public presentations about public works issues to County Commissioners and other councils, advisory boards, citizen groups and special meetings as required.
- Provide direct fiscal oversight by preparing an annual operational budget and supervising disbursement of appropriated funds for all public works divisions.
- Works with the County engineer in reviewing construction design, plan and contractual agreements for major and complex civil engineering projects; liaison with project consultants.
- Coordinates contracts with all third-party vendors and ensures billing is correct and paid timely
- Prepare and present management reports of recommendations for operation and special projects.
- Oversees and enforces the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures compliance with records retention schedules
- Ensure confidentiality of information and records
- Provide recommendations in personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action including termination.
- Support and enforce Worcester County Personnel Rules & Regulations.
- Perform other related duties as directed by the Chief Administrative Officer and the County Commissioners.

Qualifications and Skills:

- Registered Professional Engineer in Maryland (must be obtained within 6 months) with Bachelor's Degree in a related field with ten years progressive responsible management experience in a public works environment preferred.
- Experience managing capital projects and third-party vendors
- Knowledge of all laws, regulations, and ordinances pertaining to Public Works.
- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentations, provide leadership and motivation to department employees, communicate effectively and courteously with coworkers and the general public.
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook and computer skills sufficient to accomplish administrative tasks required;
- Ability to act calmly and quickly in an emergency and to supervise as necessary.
- Capacity to work with and carry out the directives and policies of the County Commissioners and their representatives, and to work harmoniously with other officials and agencies.
- Valid driver's license and driving record of less than 4 points (MD).

Safety Analysis:

Moderately active work: Frequent sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. Routine hazards in field work and operating a vehicle. Constant sitting; Occasional standing & walking, reaching, stooping and lifting of objects up to 10lbs; Rare standing and walking for long periods; Low risk for injury operating office equipment. May be required to be outside and exposed to the weather. Limited exposure to heat, humidity, noise, poor ventilation, slippery and uneven surfaces. Ability to work around fuel and other chemicals for short periods of time.

**Applicants may apply via our online application system available: <https://worcesterhr.co.worcester.md.us/>
Please provide cover letter with salary requirement.**

Mailing address:

**Worcester County
Department of Human Resources
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Snow Hill, MD 21863-1213**

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