

## **Public Works Director, Town of Spring City, Tennessee**

The Town of Spring City is seeking an experienced Public Works Director to oversee the operations of the Public Works Department, including highways, streets, parks, and water/wastewater line maintenance. This key leadership role, reporting directly to the City Manager, involves managing and prioritizing departmental projects, supervising staff, and ensuring efficient operations within the department.

### **Key Responsibilities:**

- **Budget Management:** Oversee departmental budgets, allocate resources, and ensure fiscal responsibility.
- **Personnel Supervision:** Manage and organize departmental staff, ensuring optimal performance and adherence to regulations.
- **Construction & Maintenance Oversight:** Supervise and direct construction projects and maintenance activities, including city equipment repair and upkeep.
- **Administrative Duties:** Prepare budget estimates, ensure timely completion of tasks, and coordinate employee development and training programs.
- **Emergency Response:** React quickly and effectively in emergency situations, directing the appropriate course of action.
- **Public Relations:** Address citizen complaints and inquiries, explaining departmental procedures and regulations.
- **Cross-Department Collaboration:** Work closely with other departments to ensure smooth and coordinated city operations.
- **Leadership and Staff Management:** Provide direction, set priorities, and delegate tasks to departmental staff to achieve city goals and objectives.
- **Safety and Compliance:** Ensure adherence to safety regulations and create a safe working environment for all personnel.
- **Additional Duties:** Perform other duties as assigned by the City Manager.

The Public Works Director is also designated as the Safety Director, responsible for maintaining an effective Occupational Safety and Health Program. Key duties include:

- **Workplace Safety:** Ensure a safe and healthy work environment by identifying and controlling hazards, and training staff to recognize and address worksite dangers.
- **Safety Equipment:** Oversee the acquisition and proper use of safety and personal protective equipment to safeguard employees.

- **Accident and Injury Reporting:** Maintain and submit required records of occupational accidents, illnesses, and injuries to the City Recorder for evaluation and corrective action.
- **Consultation with Authorities:** Work with the City Recorder on safety record adequacy and address unique safety and health challenges not covered by standard regulations.
- **Employee Involvement:** Promote employee participation in safety programs, including opportunities to raise concerns anonymously regarding unsafe practices.
- **Training and Education:** Provide ongoing safety training and ensure employees are aware of the Program Plan and safety procedures.

**Required Qualifications:**

- High school diploma or equivalent.
- Valid Tennessee Driver's License.
- Completion of a basic supervisory course, if offered by the city.
- Pre-employment drug screen required.
- Supervisory experience and experience in construction, maintenance, or equipment operation.

**Desired Experience and Skills:**

- At least five years of experience in public works or a related field, including managerial roles.
- Strong experience in budget management, financial oversight, and resource allocation.
- Hands-on experience with public works operations, including construction, maintenance, and engineering.
- Demonstrated leadership and management skills, with the ability to delegate, set priorities, and effectively supervise staff.
- Excellent verbal and written communication skills.
- Strong problem-solving and decision-making abilities.
- Experience in managing workplace safety programs, hazard analysis, and implementing safety standards.
- Familiarity with OSHA regulations and safety compliance requirements.
- Proven track record in accident reporting, safety training, and promoting employee involvement in safety initiatives.

**Compensation:** \$63,916 - \$65,834 annually

**Application Instructions:**

Submit your completed application, resume, cover letter, and three professional references in a sealed envelope to City Hall by **April 11, 2025, at 4:30 p.m.**

Applications may be mailed or hand-delivered to:

Town of Spring City  
Attention – City Manager  
369 Front Street, PO Box 369  
Spring City, TN 37381

No phone calls, please. Candidates selected for an interview will be notified. A criminal background check and drug test will be performed prior to employment.

*THE TOWN OF SPRING CITY IS AN EQUAL OPPORTUNITY EMPLOYER.  
APPLICATIONS WILL BE CONSIDERED REGARDLESS OF RACE, COLOR,  
RELIGION, SEX OR NATIONAL ORIGIN.*