

VACANT POSITION
DEPARTMENT: PUBLIC WORKS
OBTAI
N APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION, PROOF OF EDUCATION, AND RESUME
TO: employment@spaldingcounty.com or 119 E Solomon St, HR Office
CLOSING DATE: Position will remain open until filled.

Job Title: Public Works Deputy Director (Position #3627)
Salary: Pay Grade 23
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 8:00 am – 5:00 pm; Monday-Friday. Overtime Required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Construction Management, Engineering, Project Management, or a related field. Strong equivalent experience may be considered in lieu of a degree.
- Prefer a minimum of 5-7 years of progressively responsible experience in public works or related fields.
- Demonstrated experience in project management, team leadership, and departmental administration.
- Proficiency in Microsoft Office Suite, including Excel, Planner, and Power BI.
- Experience managing and/or administering operational software systems.
- Experience in data analysis and dashboard/report presentation.
- Strong communication, organizational, and problem-solving skills.
- Ability to work flexible hours and respond to emergencies.
- Valid Class C Georgia Driver's License required.

GENERAL STATEMENT OF JOB: Utilizing broad objectives and guidelines, this position is responsible for directing and managing, organizing and directing operations within the Public Works Department, including, Public Works, Parks, Public Grounds, Solid Waste, Fleet Services, Graphics and Stormwater. The position is responsible for supervising staff, managing projects, overseeing personnel and ensuring efficient service delivery across all divisions. This position reports to the Public Works Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office, safety, and light equipment, including a telephone, copy machine, computer, printer, facsimile machine, pick-up truck, and other machinery when necessary. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to thirty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for sedentary to active work. Must be able to lift and/or carry weights of thirty to fifty pounds

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

- Provide strategic and operational oversight for assigned divisions.
- Supervise department heads and key personnel, ensuring alignment with county goals and standards.
- Lead and manage capital improvement projects and departmental initiatives.
- Assist in the development of departmental budgets and long-term planning strategies.
- Assist with budgeting for major capital projects.
- Administer and manage grant funding for departmental programs and infrastructure.
- Monitor budgets, schedules, and performance metrics.
- Administer and oversee software systems used by the departments, including Fleetio, Confirm, and Asset Essentials.
- Ensure proper utilization, training, and integration of software tools across divisions.

- Oversee the gathering and analysis of operational data related to work tasks, purchasing, work routes, equipment and vehicle assets.
- Develop and present data using dashboards and visual presentations to support decision-making and performance tracking.
- Assist the Director of Public Works with presentations to county management, the Board of Commissioners, and the general public.
- May act as the department director in their absence.
- Represent the department on various county or intergovernmental boards, committees, and panels as assigned.
- Confer with government officials, developers, contractors, and community groups regarding departmental operations and projects.
- Manage and oversee the department's safety program, ensuring compliance with local, state, and federal regulations.
- Utilize Microsoft Office Suite tools including Excel, Planner, and Power BI for reporting, planning, and analysis.
- Develop and maintain professional working relationships with all county departments and external jurisdictions.
- Coordinate with contractors, subcontractors, and external agencies on construction and infrastructure projects.
- Review construction and site plans for compliance and feasibility.
- Participate in professional organizations such as APWA and GRPA.
- Understand and apply GIS tools and data in planning and operations.
- Work will involve outdoor site visits, project management, and working in substandard weather conditions.
- Respond to emergency situations and participate in after-hours meetings as needed.
- Maintain availability on a 24/7 on-call basis for urgent matters.
- Performs other related duties as required.

December 2025
AD3627b