

Director of Public Works

City of Linden

Purpose of Position

The purpose of this position is to direct, manage, and plan day-to-day activities and assignments of the Utility Department, Street Department, Parks and Recreation Department, and Maintenance Shop. This is a supervisory and administrative position that oversees the maintenance of water and sewer systems, the construction and repair of dirt, gravel, and paved streets, construction, and upkeep of sidewalks, drains, curbs, gutters, and storm sewers, and the maintenance of the city recreation facilities. This position reports to the Mayor.

Essential Duties and Responsibilities

- Supervises, directs, and evaluates assigned staff, handling employee concerns and issues, assigning work, counseling, recommends disciplinary employees in achieving desired results.
- Plans, prioritizes, and coordinates all activities of the Public Works Department.
- Directs and requires all employees to follow all safety rules and precautions in daily duties and in the operation of equipment.
- Maintain water and sewer service to consumers, including construction, maintenance, and repair of water and sewer mains, valves, and service connections and related water distribution equipment and sewer system equipment.
- Estimate costs of main extensions and coordinating with developers and property owners in extending mains.
- Supervises repair, testing and maintenance of water meters and supervises records relating to tapping and connecting with mains.
- Directs the maintenance, repair, and construction of city streets, bridges, drains and sewers; requisitions necessary materials and supplies; plans work methods and procedures, and instructs and advises employees in work methods.

- Inspects and maintains equipment maintenance, records, and costs.
- Reviews and takes appropriate action on public complaints and issues.
- Inspects sites needing repair and determines methods to be used and cost involved.
- Gives input to the preparation of annual budget.
- Attend and report to the Utility Board.
- Performs other related duties as required.

Qualifications

Any combination of training and experience equivalent to five years' public works experience or closely related field.

Water and Sewer Operator certification recommended.

To Apply

Contact Linden City Hall for application.
334-295-5051

211 N. Main St.
Linden, Alabama 36748