

Public Works Director

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Plan, organize, and direct the functions of the Public Works Department including skilled trades work planning, organizing and directing streets, drainage, utility and related public works functions. Work involves setting policies and goals under the direction of the Director of Public Services. This position is subject to the on-call and call back schedule. Direct supervision is exercised over Foreman, Fleet Mechanic and Administrative Assistant.

Qualification Requirements

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

Essential Functions

- Plan, direct and coordinate, through subordinate level managers, activities of employees responsible for the maintenance of the Town right of ways, fleet maintenance, stormwater system maintenance, and building maintenance.
- Meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility and review and evaluate the efficiency and effectiveness of services provided.
- Develop and implement department policies and procedures in correlation with Human Resources and plan and direct the implementation of the department's short-and long-term goals, objectives, and strategies in accordance with Town's mission.
- Collaborate with Town Engineering department in the planning, design, construction and inspection of public works projects.
- Direct the preparation of plans, specifications, estimates, and contracts for public works projects.
- Prepare and recommend budget requirements including capital investment program (CIP) for Public Works and manage expenditures for the department; develop and monitor grant-funded programs.
- Review legislation to ensure compliance with laws, regulations, statutes, and codes that impact department operations.
- Respond to citizen inquiries and complaints; investigate requests to determine action to be taken.
- Write bid specifications for purchasing vehicles, equipment, construction projects or contract work.
- Purchase and maintain appropriate level of inventory for public works supplies, materials, equipment and staff.
- Represents the Town of Farragut in public works on a variety of local, state, regional and national boards, commissions, committees and associations.
- Oversee the snow removal program.
- Other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of the engineering principles, practices, and methods as applied to planning, design, construction, and maintenance of public work facilities and systems, Knowledge of state and local laws and procedures relating to municipal public works, Knowledge of personnel, budget and purchasing policies and procedures, Knowledge of construction standards, interpreting plans/specifications and conducting routine construction inspections, Skill in communicating in writing and/or in person on a one-on-one basis and before groups for the purpose of justifying, defending, or negotiating significant or controversial issues, Ability to work cooperatively with Town officials, boards, employees and the general public, Ability to handle confidential material in a highly professional manner, Ability to develop long-term plans and programs and to evaluate work accomplishments, Ability to plan and schedule the work of others.

Education and Experience

Bachelor's degree with coursework in management, budgeting, planning, engineering, or related field and considerable experience in the direction of environmental and public works activities including seven years in a managerial capacity; or any combination of education, training, and experience providing the necessary knowledge,

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skills, and abilities to perform essential job functions., or equivalent combination of education and experience. An advanced degree in engineering, management, or public administration is desirable.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Applicable safety and specific equipment training must be completed.
CPR/AED/First Aid Training within 3 months of hire.
Stop the Bleed Training within 3 months of hire.

Pre-Hire Required Screenings

Background Check
MVR Check
Drug Screen
Physical

Additional Benefits

Cell Phone Allowance/Company Issued Phone

Last Revised: 7/2026