

**VACANT POSITION**

**DEPARTMENT: PUBLIC WORKS**

**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>**

**SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION TO: [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Human Resources Office**

**CLOSING DATE: Position will remain open until filled**

**APPLICANTS WILL BE REQUIRED TO DEMONSTRATE SKILLS ON EQUIPMENT OPERATED AND WORK ORDER SOFTWARE**

Job Title: Public Works Officer, Senior (Position #3604)  
Salary: Pay Grade 16; Salary \$44,595.20 per year  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 7:30 a.m. - 3:30 p.m.; Monday-Friday; overtime as needed.

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

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state awarded GED; two (2) years' experience as a heavy equipment operator required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must be a P.O.S.T. certified Correctional Officer and possess a valid Georgia Class A Commercial Driver's License (CDL).

**GENERAL STATEMENT OF JOB:** Under general direction, supervises the work of inmates in the operation of light and heavy equipment for the repair and maintenance of County streets, roads and bridges and related areas. Performs repair and maintenance activities for on-call purposes, including maintaining equipment and posting street signs when necessary. Reports to the Parks, Grounds and Public Works Director or Roads Supervisor. May be required to supervise individual projects as assigned. Overtime required during emergencies.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of law enforcement and restraining devices including handcuffs and also be certified to operate a firearm; must also be proficient at operating light and heavy equipment including, but not limited to, tiger side cutter, motor grader/cutter, track loader, farm tractors and bush hogs, back hoe, asphalt kettle, shovels, picks, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

**ESSENTIAL JOB FUNCTIONS:**

Exercises responsibility for supervising inmates in the performance of street, roads and bridges repairs and maintenance activities; ensures compliance with established policies and full utilization of personnel, materials, and facilities with concern for quality, safety and efficiency.

Utilizes/operates various pieces of light and heavy equipment as required in the maintenance and repair of streets, grounds and related structures such as dump trucks, tractor with bush hog, chain saws, backhoe, bull dozer, 250 loader, compactor, motor grader, grade-all, large track hoes, and all other types of equipment.

Supervises inmates when performing a variety of maintenance and repair duties including installing cement storm drains, installing new cross drain pipes, building and clearing catch basins, constructing sidewalks, repairing pot-holes, spreading gravel, cleaning existing drainage easements, removing trees that present a danger to the public, performing general grounds keeping work, reading blueprints and grades stakes as needed, etc. including operating a transit.

Prepares sub-grade and base materials for paving and concrete.

Measures roads to calculate quantities of materials including dirt, asphalt, and crushed rock.

Measures bridge culverts, concrete slab projects for steel quantities and concrete quantities. Responsible for overseeing and building forms for bridges and culverts to departmental and DOT specifications.

Oversees the complete cleaning and maintenance of Department vehicles.

Ensures that preventative maintenance is performed on all vehicles by scheduling service and ensuring that repairs are made as needed on all vehicles.

Oversees the installation of street signs as needed.

Performs other duties as required such as delivering supplies, maintaining equipment, cleaning streets and other areas, removing snow, etc.

Ensures that all inmates are provided with clothing which is visible to motorists.

Ensures accurate count of inmates at all times while on job site; works to prevent escape and protect public from inmates and inmates from the public.

Ensures that all work place and work zone safety practices are utilized.

Carries out on call duties as scheduled.

Performs and oversees public works construction projects such as drainage structures, roadway, stormwater, retaining walls, etc.

Conducts bridge maintenance and repair.

May 26, 2022

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