



**City of Hampton
LEGISLATIVE SUMMARY**

Type of Request

ITEM # 10G

RES. 2025-28

Meeting Date:

April 8, 2025

Department Requesting Agenda Item

Human Resources

Action Type:

- Action by City Council
- For informational/discussion purposes only

Exhibit Attachments s for Agenda Item:

Presenter:

Andrea Atwater, Director

- 1) RES 2025-28
- 2) Public Works Job Description
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Agenda Item:

Agenda Item 10G: Consideration and Action to approve RES. 2025-28 to update the position description for the Public Works Director.

Background/Summary:

The updated job description states that the PW Director's oversight includes streets, parks and recreation, facilities, stormwater, and sanitation. The new position includes a manageable number of direct reports as public works employees, and in comparison to the previous job description, excludes utility services oversight of electric, water, sewer, and wastewater.

Financial Implications/Considerations

- Is project budgeted? Y _____ N n/a _____
- Will project require the use of Fund Balance? Y _____ N n/a _____
- If yes, please state amount \$ _____.
- Will the project require funds? Y _____ N n/a _____
- Is project grant funded and will require a _____% match
and those funds are/are not budgeted. Y _____ N n/a _____
- Is this request a Capital Project and part of Capital Project List? Y _____ N n/a _____

Additional Comments/Recommendations

The updated job description is collectively composed with the hr director, assistant city manager and final approval by the city manager. Staff recommends approval of the proposed update to the Public Works Director job description.

STATE OF GEORGIA

CITY OF HAMPTON

RESOLUTION NO. 2025-28

A RESOLUTION TO UPDATE THE POSITION DESCRIPTION FOR THE PUBLIC WORKS DIRECTOR; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of Hampton, Georgia (the “City”) is the Mayor and Council thereof; and

WHEREAS, in accordance with City Charter § 2-154, the Mayor and Council desires to update the position description for the Public Works Director to ensure efficient and effective government; and

WHEREAS, the attached position description, incorporated by reference, reflects the duties and responsibilities, professionalism, education, experience, and skills required of the Public Works Director.

BE IT RESOLVED by the Mayor and Council of the City of Hampton, Georgia that the attached position description for the Public Works Director shall be effective immediately.

SO RESOLVED this 8th day of April, 2025.

CITY OF HAMPTON, GEORGIA:


ANN N. TARPLEY, Mayor

ATTEST:


CARMEN BLOUNT, City Clerk



APPROVED AS TO FORM:


L'ERIN BARNES WIGGINS, City Attorney

REPORTS TO: Assistant City Manager
CLASSIFICATION: Full-time regular
DATE APPROVED: October 8, 2024

DEPARTMENT: Public Works
FLSA STATUS: Exempt
LAST CHANGED: March 14, 2025



JOB SUMMARY:

This position plans, organizes, and directs the functions of the streets, parks and recreation, facilities and sanitation. This position also involves planning, directing, and supervising personnel, ensuring the timely and efficient completion of projects, and the completion of the annual budget for the department. The Director of Public Works is also responsible for determining major department policies, planning long-term programs, and making difficult administrative decisions.

POSITION CONTEXT:

This position requires working a full-time work week with occasional late hours. This position requires collaborative, professional, solid leadership qualities, problem-solving, and critical thinking ability. This position requires thorough and comprehensive capacity to develop, analyze, recommend, and implement policies and strategic plans for achieving organizational goals. The position must be able to facilitate groups with conflicting interests regarding municipal operations, resources, risk and personnel management. The position must be able to prioritize multiple tasks while maintaining a high service level.

ESSENTIAL FUNCTIONS:

- Plans, directs, and supervises Public Works employees
- Engaged in the collection and disposal of solid waste, maintenance, and construction of the City's streets and rights-of-way, street maintenance operations activities, parks, and sanitation services
- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance
- Ensures that all work is done in compliance with State permits and regulations.
- Conducts regular inspections of the City's streets and rights-of-way to plan and schedules needed repairs and/or maintenance
- Inspects work and ensures the timely and efficient completion of assigned projects
- Conducts re-inspections to ensure proper completion of repairs and maintenance
- Ensures employee certifications are current and valid as per State and Federal guidelines
- Accountable and takes seriously all State and Federal regulations required for department
- Develops and implements work schedules, methods, practices, policies, and procedures to enhance the operation of the department
- Ensures employees comply with City and departmental policies, procedures, and safety rules
- Provides safety training to employees; maintains public works building in a clean, organized and in workable order
- Responds to on-call for emergencies; supervises and conducts street clean-up efforts after accidents, storms, or other emergencies

- Receives, reviews, and investigates citizen complaints/requests; meets with citizens to inspect and/or discuss problems; resolves complaints/requests and schedules needed repairs, construction, or maintenance related to Public Works
- Prepares annual departmental operating budget based on analysis of projected needs and resources; reviews, approves, and monitors expenditures within approved budget
- Participates in the interview process for departmental positions; reviews and appropriately acts on various personnel actions including hiring, promoting and disciplining
- Regularly attends scheduled meetings of the City Council and other necessary meetings
- Responds to all Federal and State required reporting; initiates contact if issues arise; and is key contact for all Federal and State agencies
- Prepares written reports of inspections as specified by departmental procedures
- Performs other duties as assigned including compiling data for further processing or for use in preparation of departmental reports
- Responsible for managing all job duties within the Public Works department stated, implied, or notated

OTHER JOB FUNCTIONS:

- Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, and practices relating to Federal and State reporting
- Maintains professional affiliations, attends webinars, meetings, workshops, hearings, and training sessions as required
- May provide related training and guidance to staff

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Demonstrates ability to work independently with minimal supervision while exercising good judgment, initiative, and critical thinking
- Requires the ability to evaluate, audit, and assess data using established criteria; includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives
- Requires the ability to operate equipment, machinery, tools, and/or materials used in performing essential functions
- Ability to work effectively as a team player, take the initiative and make constructive recommendations to improve overall departmental efficiency

MINIMUM QUALIFICATIONS:

- Minimum 10 years of directly related experience. Preferred qualifications include experience in public works projects and roadway maintenance and the ability to effectively utilize appropriate professional and technical software systems.
- Bachelor's degree in Engineering, Construction Management, or equivalent related experience, is desired, but not required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties are performed primarily in an office setting and will routinely transition from sitting to a standing position; tasks will involve extended periods of time at a keyboard and workstation

EQUIPMENT USED:

- General office equipment including computers, calculators, scanners, printers, copiers and telephone equipment

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.