



JOB DESCRIPTION

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

SUPERVISOR: City Manager

PREPARED BY: City of Pelham, GA

DATE: April 2021

SUMMARY

Public Works Director is responsible for various administrative and managerial duties, such as monitoring and overseeing the physical facilities of the Pelham community. One of the essential duties of a public works director is the ability to lead a diverse workforce in the daily operation and maintenance of the city facilities. Additionally, to create and plan long-term programs that will develop the growth of a community. The Director is responsible for analyzing and assessing proposals. After evaluating the target proposals, a public works director should then present the top plans to designated department heads for consideration and then supervise and direct his staff to work on the chosen projects.

ESSENTIAL DUTIES

1. Respond to emergency callouts by driving to fire scenes, operating firefighting equipment to extinguish fire, and rescuing people
2. Liaise with the police and ambulance service personnel to respond to emergency situations
3. Follow manufacturer's instructions to complete preventive maintenance requirements to ensure equipment are in working order
4. Ensure availability of water supply at emergency scene by testing fire hydrants to confirm they are operational
5. Provide emergency medical services to fire casualties in the absence of an ambulance
6. Review and implement safety policies and procedures at residential and commercial properties

7. Provide company staff with demonstrations on how to effectively operate firefighting equipment
8. Conduct practice drills to acquaint company personnel with emergency response procedures
9. Undertake physical training in order to maintain fitness level required for the job
10. Assess situations quickly to decide the best course of action
11. Produce written reports of emergency incidents
12. Participate in educational workshops, seminars, and programs to update job skill and knowledge
13. Ensure fire scenes are cleaned up after an inferno by removing burnt items and debris
14. Conduct inspection of fire scenes to identify the cause of an incident
15. Education and Training: To become a firefighter, you require at least a high school diploma. Having a degree in fire science on the other hand increases job prospects. You also require certification as an emergency medical technician
16. Pre-employment tests: This position usually requires taking one or two tests before being hired. Find out about the assessment tests you may be asked to take for the firefighter position, and how to make top scores in them.

SKILLS AND ABILITIES:

1. Ability to prepare and create clear and comprehensive written reports.
2. Physical Strength: Firefighters maintain a level of fitness necessary for lifting and handling firefighting equipment
3. Judgment: They are able to make sound decisions on best ways to tackle an emergency situation
4. Safety Management Skills: They are able to recommend appropriate safety procedures to prevent fire outbreak in an organization

OTHER REQUIREMENTS:

1. High school diploma or equivalent required, technical degree or college degree desired.
2. Possession of a valid driver's license with the State of Georgia
3. Work weekends

COMPENSATION

Salary depends on qualifications. The city offers medical, dental, vision, and life insurance options, along with a lucrative retirement plan through Georgia Municipal Association.

APPLYING

Submit a cover letter, resume, and city application in person, by U.S. mail, or by email. Contact (229)294-7900 menu option 5 or City of Pelham, Attn Mrs. Donna Wills, 108 Hand Ave W, Pelham, GA 31779.