



<b>Job Title:</b>	<b>Deputy Director</b>	<b>Department/Loc:</b>	<b>Public Works</b>
<b>FLSA Classification:</b>	<b>Exempt</b>	<b>Date Drafted:</b>	<b>December 2024</b>
<b>Reports To:</b>	<b>Director of Public Works</b>		

**Position Summary**

Assists in overseeing the operations and activities of the public works department, ensuring the effective and efficient delivery of services related to waste management, recycling, park maintenance, vehicle maintenance and other essential public services. This role supports the Public Works Director in managing budgets, personnel, and projects, while also serving under the direction of the Public Works Director as a key point of contact between the department and outside constituencies. Responsibilities include supervising staff, coordinating large-scale projects, ensuring compliance with safety regulations, and implementing policies to improve service delivery and public infrastructure. Strong leadership, communication, and project management skills are essential.

**Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Plans and schedules daily routes and ensures that garbage collection, recycling services, and yard debris collection are completed as scheduled.
- Coordinates vehicle repairs and ensures that critical repairs are scheduled and completed on a timely basis.
- Works with other departments and the public to resolve any complaints about street, yard debris, sanitation, recycling, or vehicle maintenance services.
- Works with supervisor and employees in departmental operations.
- Develops short term and long-term plans for the department to meet future service demand.
- Ensures that department employees follow safety procedures.
- Recommends purchase, sale, and disposition of city equipment and parts.
- Provides mechanical instruction and trouble shoots repairs as needed.
- Works with department directors in areas of safety awareness, training and implementation.
- Ensures that safety training programs and materials are available.
- Responds to and oversees 311 requests and coordinates responses to complaints from customers.
- Coordinates underground storage tank compliance
- Assists with the preparation of an annual operating budget and capital expenditure budget for the department.
- Monitors revenues and expenditures to ensure sound fiscal control.
- Handles disposal of used equipment and used oil.
- Coordinates public works services related to festivals and City events.
- Communicates official plans, policies and procedures to staff and the general public.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Carries out street maintenance and planning within the established guidelines of the city's ordinances.

**Position Responsibilities- Non-Essential/Other**

- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal street, sanitation, vehicle maintenance and recycling planning.
- If necessary, may operate a variety of power construction and maintenance equipment used in street, sanitation, vehicle maintenance, or recycling efforts.



- Other duties as assigned

### Essential Skills and Experience

- Associate degree or certification in mechanical maintenance, business, or a related field, and five (5) years of experience in sanitation programs or equipment maintenance, and two (2) years of supervisory experience in related area or any equivalent combination of education and experience.
- Valid SC Driver's License, or ability to obtain one.
- Working knowledge of sanitation collection methods and procedures.
- Working knowledge of vehicle and equipment repair techniques.
- Skill in the operation of the listed tools and equipment
- Ability to communicate effectively orally and in writing with supervisors and employees.
- Ability to establish effective working relationships

### Beneficial Skills and Experience

- None

### Mental & Physical Demands- ADA Guidelines

#### Physical Demands

• Sit	Constantly	• Reach Above Shoulder	Occasionally
• Walk	Occasionally	• Climb	N/A
• Stand	Occasionally	• Crawl	N/A
• Handling	Frequently	• Squat or Kneel	Occasionally
• Reach Outward	Occasionally	• Bend	Occasionally

#### Lifting Requirements

• 10 pounds or less	Frequently	• 51-100 pounds	N/A
• 11-20 pounds	Occasionally	• >100 pounds	N/A
• 21-50 pounds	N/A		

#### Pushing and Pulling Requirements

• 12 pounds or less	Occasionally	• 41 to 100 pounds	N/A
• 13 to 25 pounds	N/A	• > than 100 pounds	N/A
• 26 to 40 pounds	N/A		

#### Definitions

• <b>N/A</b>	Not Applicable	Activity is not applicable to this occupation
• <b>O</b>	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• <b>F</b>	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• <b>C</b>	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

#### ENVIRONMENTAL HAZARDS:

This job often requires the individual to be outside. May deal with heat, cold, rain, humidity, etc.

This job also entails exposure to chemicals and other hazards typically associated with lawn and tree care and vehicle maintenance.



**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed