



Job Vacancy

City of Chester Public Works Director Public Works Department Salary Range: \$45,655. - \$63,916.

Brief Job Description:

Under limited supervision, is responsible for carrying out all tasks as assigned by the City Administrator pertaining to the public works function. Manages the City's appearance by ensuring the City is clear of garbage, waste and debris. Ensures department compliance with the code of ordinances. Reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES Performs various supervisory duties under the direction of the City Administrator to include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; and providing recommendations for allocating personnel, selecting new employees, acting on employee problems instituting disciplinary actions, transferring and promoting employees, etc.

Conducts continual checks of daily and downtown routes, cemetery, and other areas as required to ensure work is completed as directed.

Assists in receiving citizen and employee complaints, reviewing all related information, and providing responses in a courteous, professional and timely manner.

Supervises and/or participates in the completion of abandoned car and neglected property reports.

Ensures all equipment and vehicles are in safe operational condition and takes necessary action to ensure the safety of the employees.

Oversees the maintenance of the City cemetery and the locating of plots.

Receives, reviews, prepares and processes various forms and documents to include personnel records and reports, policy manuals, inspection forms, monthly reports, landfill waste tickets, gas tickets, vehicle maintenance reports, time sheets, safety reports, etc.

Interacts and communicates with various groups and individuals to include the City Administrator, employees, citizens, other departmental employees, etc.

Operates related equipment and vehicles to include a tractor, bush hog, sweeper, trucks, chippers, leaf machine, loader, mower, trimmer, chain saw, street edger, mechanics tools, carpenter's tools, picks, axes, shovels, rakes, etc.

Set up daily work crew lists and supervise personnel, guide and discipline as needed.

Perform annual evaluations on employees.

Schedules and Maintains personnel leave requests.

CODE ENFORCEMENT

Inspect residential and commercial buildings during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary for building construction, electrical, mechanical and plumbing.

Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy.

Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.

Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, installations and a large variety of other complex and routine building system elements for both residential and commercial construction.

Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.

Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.

Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.

Maintain files and reports regarding inspection activities and findings on all active projects.

Testify in court as necessary. Drive to and from destinations as assigned by Supervisor.

- Check any type construction work, landscaping work where a business type vehicle is visible and obvious landscaping work for business license and permit where required.
- Patrol city limits looking for violations of Chapter 29,47, of the City ordinance and International Property Maintenance Code 2012, to include signs being posted without permit, etc.
- Take down addresses of each property with type of violation and then look up properties on Beacon or Chester County Assessor's site to get property owner name.
- Provide list to Code Enforcement Clerk to begin process.

ADDITIONAL JOB FUNCTIONS

Attends various committee, board and commission meetings as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE:

Requires an Associate's degree or equivalent with a minimum of three to five year's experience in a variety of public works activities including safety functions and knowledge of related equipment with some experience at the supervisory level, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL driver's license.

Notice of application should be submitted to City of Chester HR Department, Attention Carla Roof, 100 West End Street, Chester, SC 29706, or complete online at www.chestersc.org Position open until filled. Applications will be reviewed after March 15, 2017. The City of Chester is and EOE-H.

Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Credit Check, Drug Test and Medical/Physical.