



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 4/2/01

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this announcement and/or the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted **ONLY** at the Fairhope Public Works Complex, 555 So Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:30 PM. Applications may be mailed to City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533 or faxed to (251) 990-0156.

**Position Information**

Job Title: Public Works Director Department: Administration  
Job-Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*  
Standard Scheduled Hours: 7:00 AM – 4:00 PM Days to be Worked: Monday – Friday  
**Starting Pay:** \$84,792.54 - \$110,230.31 - \$135,668.08/yr  
**Grade 33**

**Position Description**

General nature/purpose of work:

The purpose of this classification is to perform managerial work associated with directing operations and activities of the Public Works Division, including streets/roads, mechanical maintenance, parks, solid waste services, building maintenance, grounds, storm water management and design, mowing, janitorial, administration, or other public works functions, to include directing budget administration, project management, and interaction with other government agencies related to areas of assignment.

**Minimum Qualification Standards**

Knowledge, skills and abilities:

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Directs daily operations and activities of the Public Works Department, including activities pertaining to streets/roads, mechanical maintenance, parks, solid waste services, building maintenance, grounds, mowing, janitorial, administration, or other public works functions.
- Develops storm water management ordinances related to construction, post construction and illicit discharge activities.
- Serves as the City's in-house storm water engineer and technical expert in the planning and design review of private development.
- Prepares and implements the City's storm water management plans and drainage projects.
- Performs inspections of both public and private storm water facilities to insure compliance with engineered storm water plans and design.

Education, experience and training:

- High school diploma or GED;
- BS Degree in Civil Engineering, supplemented with 6 – 9 years previous experience that includes civil engineering, public works administration, project management, fleet management, budget administration, and personnel management
- PE license in the State of Alabama required and also a QCIP certification.
- A VALID ALABAMA DRIVER'S LICENSE IS REQUIRED.**

Date of Announcement: 04/06/2017 Closing Date for Applications: When Filled

Pandora Heathcoe  
Human Resources Director