

# Terrell County Board of Commissioners

## PUBLIC WORKS DIRECTOR

The Terrell County Board of Commissioners is accepting applications for Public Works Director. This is a full-time position, under the direction of the County Administrator.

### Responsibilities

- Supervise road department's 7 full time employees delegating day-to-day assignments.
- Oversee maintenance and repairs of the county's **200** miles of paved roads, **200** miles of unpaved roads, and **42** bridge structures.
- Also supervises mowing of county rights-of-way, maintaining ditches and drainage pipes, trimming of trees, cleaning around traffic signs, removal of storm debris, and conduct special projects in coordination with other county departments.
- Supervise road and bridge work.
- Maintain inventory of rock and other road repair and maintenance materials.
- Responsible for preparation of department budget and to operate within adopted budget.
- Submit monthly reports to County Administrator and Board of Commissioners.

### Physical Requirements

- Must be able to physically perform the basic operational functions required of this position, working in the field alongside staff; be able to effectively inspect the work of others.
- Drive a motorized vehicle. Ability to operate certain public works tools and equipment is required.
- Must possess the visual acuity to prepare and analyze data and figures
- In addition to regular schedule, may need to work nights, weekends, some holidays, and during bad weather conditions

### Minimum Qualifications:

- High School diploma or GED equivalent
- Possess a valid Georgia Driver's License;
- Ability to submit to a criminal background check;
- Ability to submit a seven-year Motor Vehicle Report
- Supervisory experience in public works

Send Resume to: Bill Sawyer, Terrell County Administrator  
P. O. Box 525  
Dawson, GA 39842

Or email resume to: [bill.sawyer@terrellcountyga.gov](mailto:bill.sawyer@terrellcountyga.gov)