



Job Title:	Public Works Director	Department/Loc:	Administration
FLSA Classification:	Exempt	Date Drafted:	August 2025
Reports To:	City Manager		

Position Summary

Under executive direction from the City Manager, the Public Works Director is responsible for overseeing and coordinating the City's operational functions in three key divisions: **Sanitation, Parks, and Garage**. This role ensures the effective delivery of services, strategic alignment with city goals, and the efficient use of resources across these essential public service areas. The Public Works Director provides leadership and policy direction in collaboration with department managers, supports long-range planning and infrastructure investment, and serves as a liaison between the City Manager, City Council, department staff, and the public.

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.

- Plan, organize, coordinate and direct all departmental activities in accordance with town policies, safety regulations, and applicable laws, including but not limited to maintenance, construction, and operation of town streets and right-of-ways, refuse collection and disposal, vehicle and equipment maintenance, beach, lakes, and grounds
- Prepare budget, related bid packages, and directs expenditures
- Receive and address citizen inquiries and complaints in a timely manner
- Formulate working policies and procedures in accordance with general policy directives of the City Manager and city ordinances.
- Coordinate and supervise all public works related projects including but not limited to bids, contracts, licensed vendors, and staff to ensure satisfactory results and completion of said projects in a timely and cost-effective manner.
- Manage supervisors and subordinate staff including but not limited to interviewing, hiring, training, appraising performance, employee reward and discipline, addressing citizen inquiries and resolving complaints.
- Schedule in-service training and departmental safety needs
- Attend conferences, workshops and seminars to keep apprised of up-to-date technologies and products.
- Display respectful, cooperative, and helpful attitudes towards fellow employees and the public.
- Participate in various types of projects as needed throughout the year.
- Other duties may be required or assigned at the discretion of the town, including EOC.
- Attend council, staff, and committee meetings as directed by City Manager

Position Responsibilities - Non-Essential/Other

- Will be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated
- Serves as a member of various staff committees as assigned
- Other duties as assigned



Essential Skills and Experience

- An undergraduate degree from an accredited college or university and at least 3 years of increasingly responsible experience in an administrative and managerial capacity with a local government or related area.
- Oral and written communication skills with ability to read and write legibly and understand and deliver verbal and written instructions; explain processes and procedures to the public and staff; speak effectively in a public setting; ability to read and interpret safety rules, operating and maintenance instruction and procedure manuals; and to accurately produce reports and general correspondence
- Mathematic skills with ability to calculate figures and amounts such as permit fees, interest, statistics, proportions, percentages, area, circumference and volume applying algebraic and geometric concepts
- Computer skills including current Microsoft Office, Excel, and department-related software
- Possess and maintain a valid South Carolina Driver's License

Knowledge of:

- Comprehensive knowledge of the principles and practices of public administration and management.
- Comprehensive knowledge of urban planning, land development, zoning and economic development principles.
- Financial administration and budgetary requirements.
- Project Management and Construction Management.
- Local, state and federal laws governing local government administration.
- Personal computers and related software applications.

Skills and Abilities to:

- Develop comprehensive plans from general instructions.
- Interpret policies and procedures.
- Plan and supervise the work of others.
- Accomplish assigned duties with minimum supervision with general directives.
- Write clear and concise reports and letters.
- Coach supervisors and employees on conflict resolution.
- Receive work directions and suggestions.
- Apply excellent internal and external customer service skills.
- Learn quickly and react positively in a rapidly changing environment.
- Use general office equipment.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|--------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Occasionally |
| • Stand | Frequently | • Crawl | Occasionally |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements



- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Occasionally |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

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

The City of Cayce 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 City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed