



Job Description

Public Works Coordinator/Project Manager

Department: Public Works

Reports to: Mayor and Town Administrator

FLSA Status: Exempt

Work Location: Town Hall. Normal hours are Monday-Friday from 9:00 a.m. to 5:00 p.m. Substantial fieldwork is required. This position entails working meetings after normal work hours.

Summary: Plans, organizes, and directs the operation of Public Works under the supervision of the Mayor and Town Administrator. Works with members of Council serving as Chairman of the Public Safety Committee.

Primary Responsibilities:

- Plans for maintenance and improvement of the Town's road and drainage systems
- Receives and addresses citizen complaints regarding roads and drainage issues
- Visits problem areas, inspects completed projects, and maintains a photo record
- Solicits and reviews estimates and bids for public works projects
- Participates in decision-making for issues involving the Town and drainage requests
- Acts as liaison with consultants, engineers, and contractors
- Acts as liaison with Charleston County, the SC Department of Transportation, and the City of Charleston on Town-related projects
- Ensures compliance with applicable federal, state, and local laws and regulations for standards of quality and safety of public works projects
- Reviews public works projects for completeness and accuracy
- Evaluates and makes recommendations, as appropriate, to the Mayor and Council on related projects
- Prepares reports, both oral and written, on public works projects for dissemination to Council
- Responsible for submittal and approval of invoices of completed public works projects
- Responsible for emergency operations for the Town
- With Safety Committee, plans and arranges for employee safety training
- Provides logistical support assistance for Town events
- Maintains street name and traffic signs in the Town
- Represents the Town in regional and state stormwater organizations
- Maintains the Town's fleet of vehicles and equipment
- Acts as liaison for utility services within the Town

- Reviews and processes encroachment permits
- Reviews applications and site plans for stormwater compliance
- Organizes and participates in community engagement and outreach
- Works with other local and state agencies to ensure water quality of stormwater ponds and receiving bodies of water and ensures compliance with regulatory actions
- Other duties as assigned.

Education and Training:

Degree in engineering or construction technology or equivalent experience preferred.

Safety and Physical Demands:

This position may be required to lift up to 40 pounds, standing, bending, stooping, sitting required.

Staff are expected to act in a safe manner at all times and ensure that those around them do not put themselves or others at risk.

Safety is everyone's responsibility. At ALL times working safely is a condition of employment.

Salary:

Salary is commensurate with experience.

The Town of James Island is an Equal Opportunity Employer