

## **NOTICE OF EMPLOYMENT**

The Early County Board of Commissioners is accepting applications for the following:

### **Public Works Assistant Superintendent:**

Duties for this position are as follows: Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Coordinates daily work lists, prioritizes jobs, and assigns work; provides or coordinates training; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/ problem solving situations, and provides technical expertise. Oversees compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures. Help prepare work projects, reviews blueprints, and construction plans. Performs other related duties as required. Plus, opportunity for advancement with paid vacation, sick leave, paid health, and dental insurance, and 4-day workweek.

#### Preferred Qualifications:

3 years previous experience in road construction & maintenance, major equipment operation and lead/supervisory work.

#### Minimum Qualifications:

High School diploma or GED. Vocational technical training in road construction/maintenance or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Applications may be obtained at the County Administration Office, 204 Court Square, Blakely, Ga. The deadline for accepting applications is March 28, 2025. The Early County Board of Commissioners does not discriminate based on race, color, national origin, sex, religion, age, or disability in employment or the provision of services. **WE ARE A DRUG-FREE WORKPLACE.**

**Resumes may also be sent by [Indeed.com](https://www.indeed.com) and [ziprecruiter.com](https://www.ziprecruiter.com)**