

## DIRECTOR OF PUBLIC WORKS

### **Position Purpose:**

The purposes of this position are to supervise, plan and direct the operations and work of the Public Works Department which includes: Vehicle and Equipment Maintenance, Highway, Park Maintenance, Building and Grounds Maintenance, Landfill, and Sewer Maintenance, administering contracted refuse and recycling programs. To handle responsibilities of Public Works Foreman – Building & Grounds or Road Construction position in their absence.

### **Supervision:**

*Supervision Scope:* Performs a wide variety of technical, administrative and supervisory responsibilities requiring an extensive knowledge of public works functions such as: road construction, park maintenance, vehicle maintenance, solid waste management and sewer maintenance

*Supervision Received:* Works under the general direction of the Town Manager; works independently, receives specific assignments or requests for information.

*Supervision Given:* Supervises Public Works Foreman, Administrative Secretary. May supervise Maintainers, Custodians and Mechanics on an as needed basis. Daily provides general objectives and initial instructions.

### **Job Environment:**

Administrative work is performed in a moderately noisy office; occasionally position is required to perform inspections of work crews which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, telephones, computers, copiers, facsimile machines, and other standard office equipment. May be assigned to be on call for 24 hours or more.

Makes occasional contact with Town staff, elected officials, state regulatory officials, general public, contractors, suppliers, sales representatives, school staff and community organizations using parks facilities; communication is frequently in person, by telephone, fax, e-mail and standard memos; contacts require a high level of patients to explain projects.

Errors in judgment or omissions could result in personal injury or loss, injury to employees, delays in service, monetary loss and rework by others, damage to town buildings and equipment, and legal ramifications.

### **Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Plans, organizes, supervises and directs the operations of the Public Works Department including roads, bridges, buildings, and grounds projects and personnel.

Administers, directs and oversees all public works highway construction and reconstruction projects, the installation and repair of storm drainage systems; repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; and ice control and snow plowing operations; and sewer and pumping station maintenance and collection system.

Administers and directs transfer station, bulky item pickup, and oversees and coordinates the contracted refuse and recycling programs for the Town and associated fees.

Administers and directs: the street lighting program and follow-up of installation by the power company; the preventative maintenance programs for all Town vehicles and equipment including heavy equipment and police vehicles; all building, grounds, and park maintenance activities including those for Town facilities including libraries, cemeteries, monuments, and park and recreation equipment. Schedules interdepartmental requests for service.

Sets policy and procedure for construction, repair and maintenance of Public Works related activities. Review and enforce DEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.

Supervises, trains, counsels and evaluates employees. Under direction of Town Manager assists with personnel functions for department. Assures safe working conditions for employees.

Coordinates the budget requisition and purchase of supplies, equipment and utilities for all Town buildings.

Prepares bid specifications for the purchase of all department equipment, supplies. Prepares specifications and cost projections for all public work projects. Prepares, executes, awards and oversees service contracts, building maintenance contracts and construction contracts.

Investigates citizen complaints as needed and takes or oversees corrective action as appropriate.

Prepares, develops, analyses and administers annual department operating budget. Develops and revises 10 year capital improvement plan.

Analyzes departmental operations and prepares narrative and statistical reports for the Town Manager. Reports progress on projects and goals attained to the Town Manager. Prepares long and short range planning for the department.

Acts as Town Tree Warden.

**Other Functions:**

Performs related work as required.  
Handles inventory of regulatory signs and replacements as needed.

**Minimum Required Qualifications:**

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Civil Engineering or related field and five years increasingly responsible work in public works administration, construction and maintenance activities including three years in a supervisory capacity; OR an equivalent combination of experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems. Thorough knowledge of the methods, techniques, materials and equipment used in parks, building and grounds maintenance; tree care; road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair. Thorough knowledge of sewer pump station maintenance operations. Knowledge of municipal public works and municipal budgeting.

*Ability:* Ability to read blue prints and grade stakes. Ability to prepare time and cost projections for public works projects and complete projects in timely manner. Ability to plan, direct and evaluate the work of subordinates. Ability to plan, organize and direct departmental projects. Ability to prepare and present effectively, oral and written information and recommendations relating to activities of the department. Ability to establish and maintain effective working relationships with subordinates, other Town officials, and the general public. Ability to prepare and administer an operating budget for department. Ability to prepare bid specifications for public works equipment, materials and supplies. Ability to plan, organize and direct seasonal maintenance programs as well as emergency response programs.

*Skill:* Verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects. Skill in using the above mentioned office equipment. Skills associated with the supervision and training of staff.

### **Physical and Mental Requirements:**

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; occasionally requires use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to access all levels of a construction site and traverse uneven terrain. Employee may be required to climb and kneel to inspect construction progress. The employee must sometimes lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator and light truck. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*