

PUBLIC WORKS DIRECTOR

Nature of work:

This is administrative and technical work in directing and supervising the Town's Public Works operation. Work involves the responsibility for directing all phases of municipal public works, including storm sewers, fleet maintenance, public municipal facilities and road maintenance.

An employee in this class formulates policies and coordinates activities in accordance with general policies established by the Town Council and by the Town Manager. The Director of Public Works exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees.

Responsibilities include directing the activities of the Town's equipment maintenance building, maintenance programs, and solid waste disposal programs. The employee is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and adherence to procedures; and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public. Work is performed under the supervision of the Town Manager under guidelines established by the Town Manager; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Directs and oversees management of municipal streets, sidewalks, curbs and gutters, parks and playgrounds equipment, sewer collection and water distribution maintenance, monitor lift stations and oversee all infrastructure projects and connections to Town's central system.
- Is responsible for researching and implementing improvements to the operation of the departments in his/her charge, formulation of policies, and coordination of activities in accordance with general policies established by the Town Council and Town Manager.
- Handles complaints from the public as received by phone, email or at the department directly.
- Prepares the department budgets, controls expenditures and approves all requisitions. Review and consult with the Town Manager on all out sourced contracts. Advises the Town Manager of all Public Works activities and problems.

Discuss and coordinate with Department Special Project Coordinator and Foreman during the development and progress of various projects.

Gives general supervision to the repair and maintenance of all motorized equipment, including light and heavy trucks and all special equipment.

Works with contracted professional engineers in designing and implementing projects, as deemed necessary or requested by the Town Manager.

Performs related work as required.

Essential Knowledge, Skills, and Abilities

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility. Must be able to review and make comments on all infrastructure plans.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

REQUIREMENTS OF WORK

Extensive knowledge in construction methods, materials and equipment as applied in municipal public works.

Considerable knowledge of the modern principles and practices of municipal public works administration.

Water Level 4 and Wastewater Collection Systems Class 2.

Working knowledge of finance, administration, and budgeting. Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning. Ability to establish and maintain effective working relationships with employees, Department Heads, Town Manager, Town Officials, Town Engineers, Representatives from local, county and state agencies, as well as-the general public.

Training and Experience Required: Considerable administrative and operational public works experience; graduation from a four-year college with major thrust in administration with course work in civil engineering; or any equivalent combination of education, experience and training.

Necessary Special Requirements: Must maintain a valid Driver's License.

Functional Requirements: Must be available as needed for after hour calls and weekend emergencies and/or planned activities.

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