

PUBLIC WORKS DIRECTOR

JOB SUMMARY

Performs highly responsible administrative and professional work in directing the operations of the Public Works Department which includes the divisions of Administration and Engineering, Highway, Wastewater (collection, treatment and sludge composting), Solid Waste (transfer station and recycling center), Equipment Maintenance (garage and stores), and Buildings and Grounds.

SUPERVISION RECEIVED

Work is performed with considerable independence under the general administrative direction of the Town Manager and is reviewed through conferences, reports and program results.

SUPERVISION EXERCISED

Provides general supervision to all division superintendents.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

1. Plans, organizes, directs and coordinates the activities of the public works department; confers with Town officials in determining plans and policies to be observed in the conduct of public works operations.
2. Establishes program and project policies with the approval of the Town Manager; prescribes general rules, regulations and administrative policies for the Department; directs the preparation and maintenance of necessary records and reports.
3. Confers frequently with subordinates in initiating work, assessing work progress, and resolving work problems of an administrative and professional nature.
4. Meets with other department administrators, contractors, engineers, utility companies, and federal and state agency officials to discuss current and proposed work, work problems and work procedures; meets with various civic organizations and Town representatives to discuss public works progress, needs and problems.
5. Plans and prepares annual budget for all operating costs, equipment purchases, and construction and maintenance projects; obtains input from each division superintendent.
6. Serves as Town Engineer, approving all engineering studies, contract development and construction.
7. Availability 24 hours per day to meet emergency situations.

8. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Comprehensive knowledge of public works construction and maintenance methods, materials and equipment; comprehensive knowledge of the principals and practices of civil engineering as applied to municipal public works; thorough knowledge of administrative practices and procedures as related to engineering and public works management; thorough knowledge of current literature, sources of information, trends, and developments in municipal public works administration; ability to plan for municipal needs; ability to delegate and distribute personnel and to direct, coordinate, and review the work of operating divisions; ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, and the public; ability to express ideas effectively, orally and in writing.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a college or university with major study in civil engineering, plus eight years progressively responsible experience in municipal public works or related engineering operations, including at least three years supervisory and administrative experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

Tasting and Smelling: Occasionally may need to detect odors that indicate presence of harmful gases, incorrect operation of equipment, etc.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 85 % Outside: 15 %

HAND MANIPULATION

Grasping: Frequently required.
Handling: Frequently required.
Torquing: Occasionally required.
Fingering: Frequently required.

CONTROLS AND EQUIPMENT: Computer, telephone, copy and FAX machine, calculator, automobile, audio/video equipment, camera.

LICENSURE/CERTIFICATION REQUIREMENTS:

See Job Description.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

See Job Description.

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required.
LIFT 11 to 25 lbs.: Frequently required.
LIFT 26 to 50 lbs.: Frequently required.
LIFT over 50 lbs.: Occasionally required. Assistance may be available

CARRY up to 10 lbs.: Frequently required.
CARRY 11 to 25 lbs.: Frequently required.
CARRY 26 to 50 lbs.: Occasionally required.
CARRY over 50 lbs.: Occasionally required. Assistance may be available

REACH above shoulder height: Occasionally required.
REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.
PUSH/PULL: Occasionally required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.
Bending: Frequently required.
Crawling: Rarely required.
Squatting: Occasionally required.
Kneeling: Rarely required.
Crouching: Rarely required.
Climbing: Occasionally required.
Balancing: Not required.

WORK SURFACE(S)

Standard office desk and chair. Carpet and tile floors. Equipment cabs. Construction sites; concrete floors; wet, slippery, and rough terrain; asphalt surfaces. Occasional outdoor finished, rough or natural surfaces.