

## **Director of Public Works**

Department: Public Works  
Reports To: Town Manager

FLSA Status: Exempt  
Date: September 30, 2021

### **GENERAL SUMMARY:**

Under the direction of the Town Manager, plans, directs, coordinates, and oversees all activities of the Public Works Department and Wastewater Treatment Facility, including the construction and maintenance of roads, sidewalks, drainage systems, winter operations, wastewater collection system and wastewater operations. Serves as a member of the Town's Executive Management Team.

Work is carried out with considerable independence. Responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring the incumbent to approach workload with flexibility.

### **ESSENTIAL JOB FUNCTIONS:\***

- ◆ Prepares project estimates, correspondence, and reports, and advises the Town Manager on new or revised work projects and needs.
- ◆ Together with the Deputy Director of Public Works, coordinates the performance of street and storm drain construction projects performed by outside contractors and keeps the Town Manager informed of their status. Communicates with the Department of Transportation (DOT) and abutting service providers.
- ◆ Together with the Deputy Director of Public Works, coordinates wastewater projects, maintenance and operations.
- ◆ Assists Deputy Director in the supervision of all Department employees, providing direct supervision and coordination of work to the Public Works Foreman, Wastewater Lead Operator, Town Mechanic, and Wastewater Mechanic. Interviews and hires staff, schedules work assignments, monitors and directs work activities, promotes and maintains morale and motivation, conducts or facilitates training, ensures work is performed safely, evaluates employee work performance, and is responsible for keeping all related work records. Implements discipline and termination procedures when necessary.
- ◆ Together with the Deputy Director and Principal Project/Process Engineer, inspects the work of Department employees to ensure conformance with established procedures and techniques and with given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.
- ◆ Prepares and presents to the Town Manager the annual Public Works Department (Public Works and Wastewater) budget, including capital and operating planning. Administers the budget and monitors compliance on an ongoing basis, including expenditures and the accomplishment of work priorities. Actively participates in long-range budget analysis. Applies for and/or directs the application process for the Department projects grants.
- ◆ Works with other Department Directors and the Principal Project/Process Engineer on interdepartmental capital projects planning as necessary.

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- ◆ Directs Department purchasing activities, including the preparation of technical specifications for equipment, materials, and other items to be purchased, and reviews submitted bills and advises as to their acceptance and payment.
- ◆ Develops and revises policy options as needed to address Department work rules, service and operational issues.
- ◆ Meets, confers and coordinates activities as necessary with citizens, contractors, suppliers, civic groups, governmental agencies, town committees, and other Town departments.
- ◆ Receives, investigates, and resolves complaints from the public.
- ◆ Oversees maintenance and improvement projects on Town parks and recreation areas as directed by the Town Manager.
- ◆ Supervises the maintenance and repair of Department vehicles and other municipal vehicles as directed by the Town Manager.
- ◆ Responds to Department emergencies and works to resolve issues safely and efficiently. May be required to perform on-call duties.
- ◆ Serves as a member of the Town's Executive Management Team and actively participates in Town management as required and/or requested.
- ◆ Participates in emergency operations planning as necessary.
- ◆ Attends and participates in all staff meetings.
- ◆ Maintains quality service by following departmental guidelines and procedures and by establishing and enforcing Town standards.
- ◆ Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- ◆ Performs research, special projects, and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

### **SUPERVISORY RESPONSIBILITY:**

Provides direct or indirect supervision to all personnel within the department. Carries out supervisory responsibilities in accordance with Town policies and applicable laws. Responsibilities include interviewing and selection, training and development, counseling and discipline, scheduling, evaluating performance, recommending pay increases, and termination.

### **EDUCATION & EXPERIENCE:**

Bachelor's Degree or equivalent and a minimum of five years of progressively responsible experience in budgetary development and managing work crews in related construction and maintenance work, including considerable administrative, operational, and supervisory experience; or any equivalent combination of education and experience.

**LICENSES & CERTIFICATIONS:**

- ◆ Valid State of Maine Class C driver's license with no driving restrictions or points that would affect the Town's liability insurance. Class A or B driver's license is desirable.

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Considerable experience in the construction and maintenance of streets, storm drains, and other related department tasks, including knowledge of materials, methods, and techniques.
- ◆ Considerable knowledge of the modern principles and practices of municipal public works administration. Working knowledge of finance, administration, and budgeting. Ability to apply the principles and practices of organization, management, and financial administration to the operation of the Department.
- ◆ Ability to develop long and short-term plans and to make sound decisions on matters of operating policy and administrative problems.
- ◆ Ability to read and understand related engineering blueprints.
- ◆ Strong supervisory and managerial skills. Ability to lay out, direct, and supervise the work of a crew and equipment operators performing semi-skilled road and drainage construction activities to obtain efficient results. Ability to promote and maintain harmonious relationships between employees, and to effectively obtain satisfactory work output.
- ◆ Thorough knowledge of the hazards and applicable safety precautions of the work.
- ◆ Thorough knowledge and experience in the operation of construction equipment used in road construction work (such as various sizes of trucks, loaders, and specialized Class B equipment), and the ability to supervise and direct the activities of employees engaged in the operation and maintenance of such equipment.
- ◆ Excellent interpersonal and customer service skills; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers and all individuals, groups, and organizations contacted in the course of work.
- ◆ Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of the department and the Town.
- ◆ Excellent written and verbal communication skills, including the public speaking ability.
- ◆ Ability to work with a high level of detail; ability to efficiently manage time and organize work; ability to prioritize multiple tasks and deal effectively with interruptions.
- ◆ Ability to work independently and exercise independent judgment; ability to identify and analyze complex issues and to develop appropriate recommendations.
- ◆ Ability to effectively operate computers and software necessary for the performance of job duties, including Microsoft Office, graphic software, GIS software, and AutoCAD Viewer.

**SPECIAL REQUIREMENTS**

- ◆ Permanent residence within 20 miles or 25 minutes of the Public Works garage.
- ◆ Ability to respond to emergencies and weather events.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

The majority of work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine, and all other standard office equipment requiring eye-hand coordination and finger dexterity.

Some work is performed outside in all weather conditions. Frequent talking, hearing, seeing, and fingering are required. Occasional climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions are required. Moderate to heavy lifting is occasionally required. Operates various equipment, including trucks. A physical exam may be required to confirm the ability to work to physical demands.

Occasionally exposed to hazardous physical conditions such as moving mechanical parts/electrical currents, atmospheric conditions such as fumes/odors/dust/gas, hazardous materials and chemicals, extreme temperature, inadequate lighting, confined workspaces, intense noise, and threatening environments and people. Occasional travel is required, operating a motor vehicle.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***