

**City of Gardiner
Public Works Director**

Level:	Department Head
Area(s) Supervised:	Public Works (highway) and Buildings & Grounds
Salary Range:	Competitive Salary DOQ, plus generous benefits including health insurance and City vehicle
Reports To:	City Manager

Nature of Work

This is a highly responsible administrative and advanced technical position administering all major policies and activities of the Public Works Department, including storm sewers, fleet maintenance, road maintenance (includes winter plowing), and municipal buildings and grounds maintenance. Work involves organizing, coordinating and administering the planning of long-term public works programs, as well as the short-term and day-to-day activities of the department. Exercises direct supervision and evaluation over subordinate personnel. This position requires independent judgment, initiative and decision-making, along with frequent contact with other agencies, boards, department heads and the public. This position requires a practical knowledge of road construction materials and methods, construction equipment operation, winter road maintenance, and the ability to read and interpret engineering road plans. Should be knowledgeable of public works best management practices. This position prepares the annual budget for the department and monitors budgetary expenses.

Essential Duties and Responsibilities

Examples of work (illustrative only):

- Supervises and assists a crew of truck drivers, equipment operators, and maintenance staff in the upkeep of City streets, sidewalks, buildings, grounds, and other infrastructure.
- Administers departmental operating policies, ensuring compliance with all Maine Department of Labor standards and other federal, state, and municipal regulations.
- Schedules work assignments, aids in hiring and discipline matters, and occasionally performs skilled work as needed.
- Organizes, supervises and assists in all snow removal activities including plowing, sanding and snow removal.
- Organizes, supervises and assists in repairing streets, placing and rolling asphalt, removing and replacing curbing, and related activities. Oversees annual paving program.
- Supervises and assists in regular City clean-ups, tree removal, and in maintenance of City property.
- Supervises and assists in the placement and removal of street signs and decorations as required.
- Inspects work to ensure conformance with given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.

- Maintains City smart phone and answers calls/emails outside of the regular working hours. Responds when necessary to emergencies, including storm events.
- Prepares and is responsible for the Public Works and Buildings & Grounds capital and operating budgets. Controls expenditures and approves all requisitions.
- Collaborates with the Wastewater Superintendent to deliver services and cost effective wastewater collection system maintenance and projects.
- Coordinates with the M.D.O.T. on programs within the community.
- Gives general supervision to the repair and maintenance of all motorized equipment, including light and heavy trucks and all special equipment.
- Maintains and keeps records, plans and surveys of all roads and property belonging to the City.
- Maintains record of departmental activities, including payroll records, all accounts payables and time sheets.
- Participates in union contract negotiations and administers contract while maintaining a high level of employee morale.
- Researches and implements improvements to the operation of the departments in his/her charge, administers policies, and coordinates activities/programs in accordance with general policies established by the City Council and City Manager.
- Manages strategic plans, capital improvement plans, construction projects and financial plans to maximize the effectiveness as well as strengthen services.
- Confers with subordinates during the development and progress of various projects.
- Develops specifications for equipment and materials, oversees the bid process.
- Advocates on the City's behalf with external funding sources as well as with regulatory agencies.
- Handles complaints from the public as received by phone, email, or at the department directly.
- Advises the City Manager of all Public Works activities and problems.
- Makes presentations to the City Council and other appropriate groups concerning Public Works matters.
- Performs other related work as required or assigned by the City Manager.

The duties listed above are intended to be illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the work required for the position.

Requirements of Work

- Considerable knowledge of the modern principles and practices of municipal public works administration.
- Considerable knowledge of laws, ordinances, and regulations relating to municipal public works.
- Ability to establish and maintain effective working relationships with the public, with City, State, and Federal officials, and with employees to effectively obtain satisfactory work output and meet City goals.
- Considerable knowledge of materials, methods, and techniques commonly used in street, sidewalk construction activities; in winter road treatment and snow plowing operations; in drainage and erosion control matters; and in buildings and grounds maintenance activities
- Working knowledge of the operation of construction equipment such as trucks and end-loaders used in road construction work, and ability to supervise and direct the activities of employees engaged in the operation and maintenance of such equipment.
- Extensive knowledge in construction methods, materials and equipment as applied in municipal public works.
- Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning.
- Ability to lay out, direct and supervise the work of a crew performing road construction/maintenance activities and of equipment operators and to obtain efficient results. Ability to assist crews in the completion of projects and regular tasks.
- Considerable knowledge of the hazards and applicable safety precautions of the work.
- Full understanding of local municipal government and the policy making process.
- Experience in budgeting, planning, contract negotiations, contract administration, project management, personnel, policy management, policy recommendations and public speaking.
- Experience in project management and contract administration
- Desire to deliver exceptional customer service.
- Ability to manage multiple projects.
- Ability to communicate effectively both verbally and in writing with City staff and general public.

- Ability to understand and follow complex oral and written directions.
- Ability to use or learn to use a personnel computer with Microsoft Office as well as various pieces of office equipment.
- Ability to read engineering plans for road or sewer construction and to follow prescribed lines and grades.
- Ability to keep records and prepare reports.
- Ability to operate various pieces of Public Works equipment.

Training and Experience Required

Minimum Qualifications

- Graduation from high school
- Experience in road construction/maintenance and winter storm plowing
- Experience as a labor foreman and/or other supervisory duties

Preferred Qualifications

- Graduation from a four-year college, with a focus or degree in civil engineering or administration
- Five (5) years of experience in a municipal public works setting, to include road construction/maintenance and winter storm plowing, at least three (3) of which were supervisory in nature

Any equivalent combination of experience and training will be considered.

Necessary Special Requirements

Employee is required to have and maintain a valid Class B Commercial Driver's License (CDL). Employee shall be and remain insurable under the City's vehicle insurance coverage and not have an adverse effect on the City's insurance premium.

Employee must possess or be able to obtain within three (3) years certification as a "Maine Roads Scholar".

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands and fingers, handle, operate equipment, tools, controls and reach with hands and arms. This employee is required to walk.

The employee must be able to lift up to 50 pounds. Vision abilities are required including the ability to adjust and focus.

Work Environment

This is a public office environment maintaining an office at the Public Works Garage with considerable work in the field. The employee will be representing the City and is expected to present him/herself in a professional manner at all times.

Selection Guidelines

Formal application, rating of education and experience, oral interviews and reference checks. Job related tests may be required.

The job description does not constitute an employment contract or agreement between the city and the employee and is subject to change as needed and authorized and required by the City Manager. This is an "At Will" position.