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## Director of Public Works

### *Nature of Work:*

This is administrative and technical work in directing and supervising the Town's Public Works and Solid Waste operations. Work involves the responsibility for directing all phases of municipal public works, i.e.: road maintenance; equipment and vehicle maintenance; drainage; snow plowing and sanding; and solid waste management.

The Director 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 maintenance and construction employees.

Responsibilities include directing the activities of the road maintenance operations, building and grounds maintenance, equipment and vehicle maintenance programs, and solid waste disposal programs. The employee is responsible for the preparation and monitoring of the department budgets; 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. This employee must also exercise considerable independent judgment and technical expertise to meet department objectives.

### *Essential Duties and Responsibilities:*

#### Examples of Work:

Prepares the Public Works, Solid Waste, and Capital budgets and administers them after approval. Responsible for requisitions, control of expenditures, and revenues.

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 the Departments.

Establishes and maintains departmental operating policies, ensuring compliance with OSHA, Bureau of Labor Standards, and other regulations.

Advises the Town Manager of all Public Works and Solid Waste activities and problems.

Oversees the maintenance of all departmental equipment and vehicles.

Works with engineer(s) in designing and implementing projects, as assigned or requested by the Town Council and Town Manager.

Cooperate with all Town Departments in the best interest of the Town.

Reviews site plans and subdivision submissions and provides technical advice to Planning Department with respect to future development.

Review project cost estimates for the purpose of setting bond amounts.

Supervises the maintenance and operations of the Solid Waste and Recycling facilities.

Maintains and keeps records, plans and surveys of all roads and property belonging to the Town.

Develops bid specifications and oversees the bid process for vehicles, equipment, materials, and road and construction projects.

Supervises and assists in winter maintenance including plowing, sanding and snow removal.

Supervises and assists in the maintenance of various Town properties.

Participates in all hiring and discipline matters.

Assists with work assignment and schedules.

Performs related work as required.

***Requirements of Work:***

Knowledge of materials, methods, and techniques commonly used in street, sidewalk construction activities.

Considerable knowledge of the hazards and applicable safety precautions of the work.

Working knowledge of finance, administration, and budgeting.

Ability to read engineering plans for road construction and to follow prescribed lines and grades.

Ability to assist crews in the completion of projects and regular tasks.

Ability to understand and follow complex oral and written directions.

Ability to establish and maintain effective working relationships with employees, other Town Officials and employees, and the general public.

Ability to keep records and prepare reports.

***Training and Experience Required:***

Administrative and operational public works experience; working knowledge of road construction and maintenance activities; completion of high school; or any equivalent combination of experience and training.

***Necessary Special Requirements:***

Must possess a valid Class A Commercial Driver's License (CDL) and shall be insurable under the Town's vehicle insurance coverage.