

**Town of Wells  
Job Description**

<b>Position Title:</b>	Public Works Director /Road Commissioner	<b>Salary Band:</b>	V
<b>Department</b>	Public Works (Highway & Transfer Station)	<b>Date:</b>	September 2017
<b>Reports to:</b>	Town Manager	<b>FLSA Status</b>	Exempt

**Statement of Duties:** The Public Works Director / Road Commissioner is responsible for the administrative and technical management of a major department of the Town including the planning, design, construction and maintenance of the Town’s public infrastructure including parks and grounds, subsurface storm water collection system, public facilities, fleet maintenance, roadway and bridge systems, and solid waste and recycling programs in accordance with local Ordinances, Maine State and Federal Laws. The individual in this position is required to perform all similar or related duties.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.*

Develops and implements plans for construction, reconstruction, maintenance, cleaning, and repair of the Town’s critical infrastructure relating to roadway, sidewalk, traffic systems and storm drainage systems. This includes pavement management programs, snow and ice control programs, management of public shade and ornamental trees and the Department’s response to storm related emergencies. Inspects work to ensure conformance with given engineering specifications and standards, and make necessary adjustments in assignments and methods to correct deficiencies

Optimizes the use of resources to maintain the Town’s Public Rights Of Way (ROW) in a state of good repair and open to the public for the safe passage of vehicular and pedestrian traffic. The responsibilities include the development of plans for the rehabilitation of sidewalks and roadways for the future application of Federal, State and Town funds. The incumbent oversees the construction and maintenance of storm drainage systems including the annual cleaning of catch basins, underground conduits, culverts, ditches and streams. The Director establishes priorities, reviews plans for reconstruction of the Public infrastructure, plans for its timely repair to minimize the risk of failure, and reviews plans and makes final determinations relative to the expansion or retraction of the existing systems.

Responsible for the development, presentation and administration of the Department’s annual operating and capital budgets; develops and monitors the procedures and administrative systems required to ensure the effective budgetary and operational management of department sponsored programs.

Responsible for the planning and allocation of financial resources and the recruitment of personnel required to execute the various seasonal work plans by program in order to enable the

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### **Essential Functions, Continued**

effective operations of the Department within the abbreviated construction season. This includes the effective application and coordination of personnel, equipment, contractors and supplies. Plans the procurement and disbursement of materials and supplies necessary to the operation of the Department and reviews the maintenance of records pursuant to their use and application.

Develops specifications for equipment and materials, oversees the bid process; and oversees the maintenance of all departmental equipment and vehicles.

Coordinates the maintenance and construction activities with other Town departments, contractors, consultants, state and federal agencies and the public. Ensures that working relationships and good rapport with town, regional, and state officials, department staff and the public is established and maintained through the accurate and timely communication of information.

Works with the Town Engineer/Planner in designing and implementing projects, as assigned or requested by the Town Manager, and provides technical advice to Planning Department with respect to future development.

Develops and periodically revises the Department's planned operational response to emergency storm events such as snow and ice storms, hurricanes, and flooding. The incumbent shall apply the Town's Geographic Information System (GIS) to plan for the effective application of resources during both emergency and routine operations. Responsible for the provision of adequate stockpiles of materials, supplies, equipment, staffing and contract services; coordinates activities with other Town departments and state agencies, and provides adequate outlets for the dissemination of public information to local and state officials as well as the public and the media. Supervises the Department's response to other weather related emergencies such as floods, hurricanes, snowstorms, etc.

Monitors the operation of the Department including the planning, coordinating, directing, inspecting, reviewing and reporting on the work of subordinates and contractors engaged in the performance of Department functions. Appropriately manages performance and accountability of reporting personnel.

Establishes and maintains departmental operating policies and training programs, ensuring compliance with OSHA and other regulations.

Instructs Department staff in the appropriate customer service protocols and procedures, and for the training of equipment operators in the safe and effective operation of all motor equipment, and associated equipment and safety protocol required and assigned within the Department. Prepares reports as required in order to explain operational initiatives and to account for program expenditures. Prepares documents and maintains statutory records pursuant to the execution of State Aid project funding, confers with State of Maine Highway officials, and files reports for the reimbursement for State Aid funds as appropriate.

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### **Essential Functions, Continued:**

Oversees the management of the Stormwater Infrastructure and plans for its improvement in accordance with the latest Federal EPA and Maine DEP requirements.

Attends professional meetings to stay current with new construction standards, maintenance practices, safety practices, and construction materials. Makes appropriate changes to operations, maintenance and construction to incorporate better procedures, practices, and materials. .

Coordinates activities and provides logistical support to the Police Department, the Fire Department and emergency services in response to local public safety emergencies.

Oversees the maintenance of all department records in accordance with Federal, State and local statutes and coordinates the training of subordinate staff in the proper record retention standards and practices.

Oversees the Department's Fleet Management Program as well as the acquisition of capital outlay equipment.

Prepares regular operational reports on the activities of the Department and provides updates on critical activities to the Town Manager routinely or as requested.

Researches technical information, develops minimum specifications, and reviews the preparation of contract documents for the effective and efficient use of budget resources in the execution of the department's mission. Routinely applies critical analysis to the specific elements of the Programs in order to implement efficiencies that would provide for more effective and efficient utilization of department resources including staff.

On behalf of the Town, serves as liaison with various local, regional and state boards and/or committees.

**Supervision Required:** Under the administrative direction of the Town Manager, the Director works from municipal policies and objectives in accordance with local, state and federal regulations and laws; establishes short and long-range plans and objectives for a major department of the Town; establishes Department operating policies and employee performance standards and assumes direct accountability for department results. Consults with the Town Manager and the Board of Selectmen where clarification, interpretation, or exception to municipal policy may be required. The employee exercises responsibility in the development of department operating and capital budgets and the recruitment and training of employees. The employee is expected to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of department programs and services accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them,

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estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and staffing requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate leader(s) and holds them accountable for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function for reporting departments including recommending hiring, training, coaching, development, performance management and corrective action concerning employees.

The employee is responsible for the supervision of approximately fifteen employees in a collectively bargained unit. In addition, the employee may oversee the performance of contractors providing services to the Town, as well as seasonal hired staff. Work operations are subject to frequent, abrupt and unexpected changes in deadlines, volume of work, and/or sudden emergencies due to uncontrollable circumstances. Large numbers of employees are physically separated from the Director for a substantial portion of time due to multiple work shifts or concurrent work assignments.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal records/investigations, and collective bargaining negotiations.

**Accountability:** Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions and/or loss of life.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

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**Work Environment:** The work environment involves a setting typical of municipal public works offices, with frequent exposure to outside elements when conducting field inspections. Noise or physical surroundings may be distracting and working conditions can be very unpleasant during inclement weather conditions. Employee may be required to work beyond normal business hours to attend evening meetings, department sponsored planned events and often under inclement weather conditions in response to natural or man-made emergency events including infrastructure failures on a 24/7 365 days per year basis affecting public health and safety.

**Nature and Purpose of Public Contact:** Employee has constant interaction with local, state, and federal government officials, community leaders and other individuals to protect and promote the municipality's overall interest. Employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through failure to properly follow safety precautions or procedures. Examples of personal injury includes but is not limited to bruises from falls, traffic, exposure to dangerous motor equipment, cuts or burns, muscular strains from lifting or carrying heavy equipment or materials and while working outdoors during adverse weather conditions.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree or equivalent knowledge with specialization in civil engineering, business, public administration or a related field; more than ten (10) years of responsible experience with a minimum of three to five (3-5) years in a supervisory capacity preferably in a full-service, municipal public works department; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid CDL Motor Vehicle License. As a condition of employment, the employee is required to participate in the Town's D.O.T. Drug and Alcohol Testing Program.

### **Knowledge, Abilities and Skill**

**Knowledge:** Comprehensive technical and practical knowledge of the materials, methods and techniques relative to a municipal Public Works Department; thorough knowledge of public works operating and capital budgeting practices; thorough knowledge of the materials, equipment trucks, tools, methods and techniques relative to highway construction and maintenance, building construction and maintenance; thorough knowledge of Maine General Laws and regulations regarding Public Works; working knowledge of solid waste, land use and procurement requirements; knowledge of snow and ice removal techniques and operational practices, fleet maintenance, personnel management and control techniques; knowledge of office software (i.e. word processing, data processing and spreadsheet applications) and specialized computer or

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technological applications in support of department operations such as GIS, the Internet and web sites.

**Abilities:** Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations; ability to organize a large Department, to establish and maintain effective and harmonious working relationships with Town officials and departments and to motivate employees; the ability to deal with employees tactfully and effectively and to clearly define strategic goals and objectives of the Department as they relate to the day-to-day work of each employee; the ability to maintain effective public relations including Board and Committee members and disgruntled members of the public; ability to communicate effectively in written and oral form; ability to make effective public presentations on the critical importance of the work performed in the maintenance and improvement of the Public infrastructure; the ability to prepare and administer operating and capital budgets and to prepare detailed financial reports; ability to delegate responsibility and work well with subordinates; the ability to understand the relationship between human, financial, and equipment resources to achieve the appropriate balance so that the day-to-day work may proceed in an efficient, safe and effective manner.

**Skill:** Effective management and leadership skills; skill in developing department operational and administrative policies and procedures to accomplish goals and objectives of the Town and the Department; imagination, innovation and judgment relating to the development and implementation of short and long-term planning and achievement of Town and department goals and objectives.

### **Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Demands:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require the occasional lifting and carrying of objects. There may be a need for the employee to kneel, crouch, stretch, and reach in order to retrieve materials or equipment.

**Motor Skills:** Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle under adverse weather and/or road conditions and using a personal computer.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes.