DIRECTOR OF PUBLIC WORKS

Department: **DPW**
Division: **All**
Appointing Authority: **Mayor**

Grade: **NR12**
Revision Date: **7/18**
Bargaining Unit: **NR**

Definition:

Responsible for determining major departmental policies, for planning short and long-term programs, for resolving difficult administrative problems, and for managing the departmental budget.

Performs highly responsible professional, administrative and supervisory work to plan, organize, direct, coordinate and control all functions and activities of the Public Works Department including Engineering, Water and Wastewater treatment, distribution and collection; , Highway/Bridge, Parks/Forestry, Traffic, Solid Waste and Transfer Station, Recycling and Hazardous Waste programs, Capital Projects, and providing technical assistance to various municipal boards; all other work as required that is logical to the position.

Supervision:

Works independently but reports to and works under the broad policy direction of the Mayor; works collaboratively with Finance Director in accordance with fiscal policies.

Delegates considerable authority for the performance of technical and day-to-day administrative activities to appropriate divisional personnel as the major emphasis is on overall administration and coordination; but is responsible for the supervision of between 60 and 80 employees.

Environment:

Duties are performed under typical office conditions, operates standard office equipment; field work may involve inspection or on-site visits to land use developments, construction sites, or public works facilities. Noise level is usually quiet to moderate.

Performs varied and highly responsible functions requiring extensive independent judgment to ensure compliance with applicable laws, regulations, collective bargaining agreements, and departmental policies.

Has frequent contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal personnel and agencies, vendors, consultants, contractors, outside organizations and the general public.

Has control of confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations and other information regarding employees.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

Essential Functions: (The essential functions or duties listed below are intended only as illustration ofthe various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible for innovatively providing all departmental services to the town, as well as managing the general fund budget and enterprise fund budgets; design and direct construction of public works projects and determine their scope and schedule; recommends, develops, implements and coordinates town policies and programs.

Provide overall direction to operating and administrative division; develop department goals and objectives; design departmental organization structure; assess performance in relation to established goals; and take appropriate action to improve departmental efficiency and service provision.

Responsible for the construction, operation, repair and maintenance of water production, treatment and distribution facilities; the sewerage system and the Water Pollution Control Facilities; the construction, repair and maintenance of town roads, streets, traffic control facilities and parking lots and drainage systems; forestry, parks and recreational facilities; certain construction, repair and maintenance of town buildings, structures, vehicles and facilities; solid waste collection, disposal and recycling, snow removal operations, engineering and traffic, and other town operations and facilities.

Responsible for the supervision of the design and preparation of engineering drawings, plans and specifications for the construction, reconstruction and repair of town facilities. Retain and manage the services of engineering, architectural and economic consultants; responsible for the coordination with, the regulation of, and the construction inspection of the work projects of utility companies, state and federal agencies, contractors, developers and other parties.

Organize, direct, plan and administer all public works functions through subordinate Assistant Directors, foremen and other personnel for the coordination of activities and the proper functioning of units or departments; and to interpret, implement and coordinate major objectives, policies and programs; discuss and establish subordinate policies and programs as they affect the operations and coordination of the respective department and interrelationship with other divisions and functions.

Provide a trained and competent work force for the maintenance, operation, repair, and construction of town facilities and operations. Instruct, direct, advise and assist subordinates as to schedules, methods, technical requirements; departmental, town, state and federal policies; provide personnel management for all departmental employees in conformance with union contracts and provide overall supervision and training for department personnel; select and evaluate personnel and recommend appropriate personnel actions; provide recommendations relative to the negotiations and administration of labor agreements; and hear and resolve employee grievances within authority.

Provide for adequate clerical and accounting functions, files and records. Engineering records, drawings, land plans, surveys and related data; confer, communicate, and/or represent the Town before federal or state departments, engineering firms, developers, legislative committees, state boards and departments; provide technical advice and assistance to various boards, committees and commissions.

Direct the preparation of the annual department operating and capital budgets and enterprise funds; present budget recommendations and justifications; review and analyze performance against budget and develop appropriate control procedures; and oversee the specification and procurement of department supplies, materials and equipment; advise and assist the Mayor in the long-range planning for future expansion of facilities; formulate, present and explain short-range budgets and capital projects before Mayor, Town Council and Finance Committee, and other groups as necessary; regularly inform Mayor on the status or programs, operations and condition of facilities. *Some night or weekend work is required to attend meetings and hearings or as response to major emergency events and is in addition to meeting the minimum weekly hours.*

Secure, administer and make applications for grant programs; work with banking officials, consultants and the Town Treasurer and/or Director Finance and Administration on the financing of major projects.

Minimum Qualifications: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Education and Experience:

Graduation from a four-year college or university with a degree in an engineering discipline, public administration, management or a closely related field; 7-10 years of professional and engineering, management and administrative experience, preferably including experience in municipal public works with 2 years as a director or assistant director.

Must demonstrate track record of high level responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Knowledge, Ability and Skill:

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems with experience in MUNIS environment preferred. Considerable and demonstrated knowledge of the concepts, methods, techniques and materials of civil engineering and public works management in a municipal setting; ability to innovatively initiate and manage change and to initiate and implement programs and procedures and to evaluate their effectiveness; ability to plan, assign and supervise the work of groups of employees performing varied functions related to public works administration.

Ability to establish and maintain harmonious relationships with town departments, elected and appointed officials, state agencies, the general public; ability to direct personnel and operations under emergency conditions; perform all aspects of the position with honesty and integrity. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires highly effective written and oral communication skills.

Knowledge of the applicable provisions of the General Laws and local bylaws, and of materials, methods and techniques utilized in related to public works construction, maintenance, design, selection, contract bidding, awards and management; of automotive and construction equipment usage, maintenance and related equipment; of electrical systems; of refuse collection, disposal, and recycling.

Ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures; ability to carry out complex oral and written instructions and to express ideas clearly concisely, orally and in writing; to organize, direct and coordinate the activities of several divisions; to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems;

Physical Requirements:

Occasional periods supervising or inspecting in non-office environments, including garages, water and/or sewer facilities, landfills, parks and recreational areas, including outside weather conditions, being near moving mechanical parts and be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, or risk of electrical shock, and vibration.

Administrative duties are performed under typical office conditions with normal physical effort required to perform management duties including driving, standing, walking, regular sitting, talking, and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

Special Requirements: Must have a valid class D drivers license; registration as a Professional Engineer, Registered Sanitarian, and licensed water and wastewater operator is desirous. Ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required. Experience in MUNIS environment preferred. Some evening work is required to attend meetings and hearings or as response to major emergency events. Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Diana Letourneau
Human Resources Director

11/26/19
Date

Revision History: 10/72, 12/85, 9/01, 1/08, 9/12, 7/18

William S. Martin
Mayor

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