

Position Description: PUBLIC WORKS DIRECTOR

FLSA: Non-Union Exempt

Date: November 2011

SUMMARY OF WORK:

This is highly responsible administrative, management and technical work directing and coordinating the overall operations of the Public Works Department. Plans, schedules, manages and supervises the programs and activities of the Public Works Department; manages and develops outside contracts, vendors, department, project, and capital budgets; assures regulatory compliance and economy in all programs; performs related work as required.

SUPERVISION EXERCISED AND RECEIVED:

Work is carried out with considerable independence, initiative and judgment to accomplish department goals and objectives under the general direction of the City Manager subject to review through observation, reports and results achieved. Exercises direct and indirect supervision over all Public Works personnel.

IMPORTANT AND ESSENTIAL DUTIES:

(The following list of duties and responsibilities are illustrative only and not intended to be all inclusive.)

Oversees the operation, administration and maintenance of the public works department, with key areas being city utilities, snow removal, solid waste transfer facility and streets.

Oversees, plans, organizes, and manages the construction, maintenance, operation, inspection, installation and repair in assigned areas of public works; prepares work plans and schedules.

Supervises and manages safety training and work task procedures; assigns, supervises, trains, inspects and evaluates work of subordinate personnel; delegates field responsibilities and functions to subordinate staff.

Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department rules, policies and procedures, goals and objectives, priorities and strategic plans.

Maintains records and prepares reports of work activities; collects data to coordinate program activities with other Public Works programs; oversees and inspects work of private contractors.

Investigates complaints and recommends corrective actions; develops notification letters and other public information materials.

Develops the public works department budget; prepares and submits budget for assigned program areas; prepares cost estimates for maintenance and repair activities.

Oversees Capital projects relating to department

Reviews and comments on Planning Board applications.

Procures equipment, materials and supplies for the department; evaluates equipment for purchase and

assists in the development of specifications; approves orders of materials and supplies by other staff.

Conducts staff meetings with assigned staff; inspects work of assigned staff; conducts employee performance evaluations as required; recommends employee actions, including performance improvements, discipline and salary adjustments; manages and approves time sheets, including overtime.

Collects data such as work requests/job orders, inventory, equipment replacement, purchasing, fixed assets; reviews plans and specifications for input into computerized programs; prepares and submits data for best management practices reports.

Performs complex or technical duties associated with program activities; understands equipment associated with department; maintains knowledge of latest technology and applications.

Incorporates the use of GIS in department operations.

Implements and oversees department public relations and public education programs.

Assists in long-term planning for the city's infrastructure needs.

Represents the city at public and private functions concerned with public works.

Ability to work productively and cooperatively with supervisors and co-workers.

OTHER JOB-RELATED DUTIES:

Required to work in a combination of office and field environments; travel to and from work sites. Must lift moderate to heavy objects, materials, tools and equipment weighing up to 50 pounds; considerable time standing, sitting, walking, driving, kneeling, stooping, crouching, squatting, climbing ladders, crawling, and twisting of upper body. Some time spent working outdoors, in adverse weather conditions and confined spaces; working with chemicals; occasional extreme noise or vibration; working around electrical, mechanical, chemical or explosive hazards. May be required to operate heavy equipment. May be required to effectively interact with customers with varying dispositions on site or when requested at place of residence or business; may be required to utilize department or Citywide software applications to maintain records or perform various duties. Shall participate in collective bargaining as a member of the City's negotiating team. Attendance to PACTS Technical Committee.

JOB-RELATED QUALIFICATIONS:

Knowledge, Skills and Abilities: General areas including, but not limited to, street and sidewalk construction, paving and maintenance, esplanades and curbing, vehicle maintenance, Transfer Station operations, recycling, composting, winter plowing/snow-removal operations, GIS, and personnel and project management; solid planning, organization and leadership skills.

Knowledge of: Applicable federal, state and local laws, codes and regulations, including safety regulations and procedures; municipal government administrative practices and procedures; effective supervisory and management principles and practices; budgeting, accounting and purchasing methods and principles; methods, materials, terminology, and tools and equipment associated with public works facilities and systems construction, repair and maintenance; GIS applications; principles of chemistry; pumps, motors, control systems; business mathematics; design drawing and specifications; effective methods of record keeping and inventory control; computerized maintenance management systems; training and employee development programs.

Skill in: Preparing budget analysis, cost projections and cost-benefit analyses; managing complex projects; operating required tools, vehicles and equipment in a safe manner; communicating clearly and concisely, both orally and in writing; training, evaluating and instructing staff; operating office equipment,

including computers and associated software applications; implementing and applying GIS.

Ability to: Plan, organize, direct, schedule, supervise, and review activities of assigned staff; prepare projects and see them to completion; interpret work from sketches, blueprints, and maps; prepare and review plans and specifications; analyze problems, evaluate alternatives, and make sound decisions and recommendations; follow problems through to resolution; implement and utilize GIS in planning and operations; present clear and concise oral and written reports; learn, retain, interpret and apply pertinent provisions of the City's Rules and Regulations, City policies and other laws related to human resources administration; learn, retain, interpret and apply plans and policies, adapting effectively to change; plan, prioritize and direct public works programs; coordinate program activities and projects with other programs, projects and contractors; perform all duties and use tools and equipment associated with maintenance functions assigned to supervise; establish and maintain effective working relationships with those contacted in the course of work; effectively interact with the public, individuals and groups; make effective presentations to the City Council; perform related duties as assigned.

EDUCATION AND TRAINING GUIDELINES:

Any combination of equivalent experience and education that provides the required knowledge, skills and abilities:

Education: A Bachelor's degree from an accredited college or university in public works administration or similar field of study is preferred. An Associate's Degree in a public works or similar field in combination with significant work experience will be considered.

Experience: Five or more years of increasingly responsible managerial experience in public works or a similar field, including the construction, maintenance and repair of public works facilities, and winter snow removal and plowing. Experience working in a Unionized public work setting with Collective Bargaining Agreements a plus.

LICENSES, CERTIFICATES, REGISTRATION:

Licenses: Posses and maintain a valid Maine Class "C" driver's license with a good driving record. A valid Maine Class "B" driver's license is desirable.