

Job Description-Public Works Director

Public Works Director Nature of work: This is administrative and technical work in directing and supervising the Town's Public Works operation. Work involves the responsibility for directing all phases of municipal public works, including storm sewers, fleet maintenance, public municipal facilities and road maintenance.

An employee in this class 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 a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees.

Responsibilities include directing the activities of the Town's equipment maintenance building, maintenance programs, and solid waste disposal programs. The employee is responsible for the preparation and monitoring of the department budget; 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 under guidelines established by the Town Manager; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives.

Essential Duties and Responsibilities: Directs and oversees highway, street, sidewalk, and sewer maintenance and construction programs. Is also responsible for oversight of the Transfer Station and other municipally owned facilities.

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 phone or at the department directly.

Prepares the department budgets, controls expenditures and approves all requisitions.

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

Administers the department's employment contracts.

Confers with subordinates during the development and progress of various projects.

Gives general supervision to the repair and maintenance of all motorized equipment, including light and heavy trucks and all special equipment.

Works with contracted professional engineers in designing and implementing projects, as assigned or requested by the Town Council and Town Manager.

Performs related work as required.

Requirements of Work: Extensive knowledge in construction methods, materials and equipment as applied in municipal public works.

Considerable knowledge of the modern principles and practices of municipal public works administration.

Working knowledge of finance, administration, and budgeting.

Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning.

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

Training and Experience Required: Considerable administrative and operational public works experience; graduation from a four-year college with major thrust in administration with course work in civil engineering; or any equivalent combination of experience and training.

Necessary Special Requirements: Must maintain a Maine Driver's Class C license.

Functional Requirements: Must be available for after hour calls.