

<b><u>Title:</u></b>	Public Works Director
<b><u>Department:</u></b>	Public Works
<b><u>Position Goal:</u></b>	Perform complex administrative work planning, organizing and directing the engineering, highway department, building maintenance and transfer station, facilities maintenance and related operations of the Town.

**Primary Functions:**

- Plans and directs the activities of the department so as to optimize the use of financial, physical and human resources in accomplishing assigned functions and achieving objectives.
- Through subordinate managers, directs and oversees the administration of fleet operations, facilities maintenance, street maintenance, engineering functions and policy/program development.
- Responsible for departmental short- and long-range planning.
- Oversees operating and capital budget development and presents budget requests; controls department expenditures within fund allocations.
- Coordinates department goals, objectives and activities as a member of the top management team; coordinates department with government agencies, contractors, and interest groups; oversees coordination of operations within the department.
- Oversee the review process for compliance with code and contract requirements, development standards and other regulations and standards.
- Assure efficiency through organizing work of divisional groups within the department, aligning and coordinating functions, and resolving intra- and inter-department conflicts.
- Study major issues and trends and report to the First Selectman with recommendations for change in areas of special concern or in need of improvement.
- Serve as chief spokesman and consultant to the First Selectman on matters pertaining to the town's public works program.
- Interacts with State and Federal regulators and regional governments to put Town in compliance with applicable regulations and programs.

**Additional Responsibilities:**

- Analyze information on department effectiveness and efficiency; determine operating policies and procedures and recommends administrative and governing policies.  
  
Attend public meetings to relate Town policy; plan and implement internal policies, procedures, schedules and other operating practices
- Set goals for the department, identify major objectives and evaluate staff performance in meeting these criteria.
- Ensure that OSHA and safety requirements are met.
- Ensure all public and town department complaints are received, responded to promptly, and resolved.
- Prepares written and oral reports and studies related to public works operations; make oral public presentations; writes contracts, agreements and specifications.

**Supervision Received:** Works under the direct supervision of the First Selectman

**Supervision Exercised:** Directly supervises the Engineering Staff and Highway Superintendent.

**Qualifications Profile:**

Graduation from a four-year college or university with a degree in Public Administration or Engineering, OR a closely related field; AND five years of progressively responsible administration experience in the field of Public Works Administration; OR an equivalent combination of training, education and experience which provides a demonstrated potential for performing the duties of this position. A Master's Degree in one of the above stated fields is desirable and may be substituted for up to one year of the required experience.

Extensive knowledge related to management of public works systems.

Knowledge of civil engineering, design and construction principles and practices

Knowledge of municipal organization and management principles.

Knowledge of Federal, State and local regulations pertaining to public works administration.

Knowledge of principles of effective personnel management.

Ability to absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal, and financial consequences.

Must have excellent communication skills to direct employees, coordinate with other departments, answer public inquiries and report to Town boards and commissions. Ability to communicate technical data and sensitive information to citizens in a clear and persuasive manner.

Ability to speak in a public forum. Ability to mediate conflicts, sort out issues, and manage change in relation to overall department goals and objectives. Ability to implement policies.

Ability to understand, evaluate and organize budget requests. Ability to establish and meet rigid timelines.

Ability to create innovative management programs and systems in response to Public Works Department problems.

Ability to plan, organize, delegate responsibility, supervise, and review the work of subordinates and to secure efficient results.

Ability to create an awareness in each employee of public perception of operations in the field to ensure that a favorable image of the Town is presented at all times.

Ability to respond to emergency situations under prolonged and changing circumstances.

Must be computer literate.

### **PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Duties are performed indoors and outdoors, under a variety of weather conditions, both individually and as part of a work team. Indoor work environment is generally quiet.

While performing the duties of this job, the employee is regularly required to walk, use hands and fingers to handle or feel objects, tools, controls; and reach with hands and arms. The employee may occasionally be required to stoop, kneel, crouch, or crawl, and talk and be able to hear. The employee is occasionally required to climb or balance, twist or lift.

The employee may need to lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Periodic exposure to conditions include smoke, fumes, dust, poisonous vegetation, potentially hazardous materials, vibrating equipment and excessive noise.

This position is subject to stressful situations and demands and meeting project deadlines or responding to emergencies.

**License or Certificate:** Professional Engineering License Required.  
Connecticut Motor Vehicle License.