

Public Works Manager

DEFINITION: Under general direction, performs administrative and management duties of considerable difficulty in planning, organizing and directing of the Public Works Department; serves as technical advisor to the town manager on all matters pertaining to managing and maintaining of the Public Works Department; performs all related work as assigned.

ESSENTIAL FUNCTION: Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description

TASKS

Manage and oversee the activities and operations of the Public Works Department including inspections, drainage, facility maintenance, fleet maintenance and Transfer Station; coordinate assistance needed in other departments; and provide support to the Town Manager. The Public Works Manager is expected to exercise considerable judgment and discretion in accomplishing program objectives, and is held responsible for the effectiveness of department operations. This class performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Manages and oversees a comprehensive public works and transfer station program.
- Develops and administers departmental goals, objectives and procedures.
- Analyzes and assesses programs, policies and operational needs and make appropriate adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns and needs.
- Plans, organizes, direct and coordinate the work of staff.
- Delegates authority and responsibility.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Researches, analyzes and evaluates new service delivery methods and techniques.
- Develops and coordinates the formulation of long-range planning including, financial and Capital Improvement Plans.
- Administers and coordinates engineering design, surveying and inspection.
- Manages, administers and coordinates departmental contracted service.

- Prepares and administers large and complex budgets.
- Interprets and applies applicable Federal, State and local policies, laws and regulations.
- Communicates clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Coordinates short and long range planning for municipal infrastructure development and maintenance in the departments supervised, including acquisition, design, scheduling and financing options.
- Provides oversight of project management on construction projects—ensure contractor compliance with time, material quality, workmanship, budget, and safety parameters for the project.
- Oversees development and maintenance of a pavement management system and sidewalk inspection, maintenance, and enforcement program.
- Prepares budget plans for capital expenditures for public works and engineering maintenance and construction projects.
- Attends Commissioner meetings as required.
- Participates in preparing community capital improvement program.
- Develops and implements operational and administrative policies and procedures and recommends new and amended ordinances to resolve operational procedures;
- Performs other duties as required or assigned, including, but not limited to, coordinating efforts with related community programs and other community departments, assisting in the operation of programs and equipment as needed, investigating and preparing grant applications where appropriate, staying abreast of developments in the fields of public works and municipal management, etc.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED; and
- Five (5) years of increasingly responsible local government management experience, including supervisory experience;
- or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Licenses or Certifications:

- Must possess a valid State driver's license with acceptable driving record.
- Class A Commercial Driver's License (CDL) preferred.

Special Requirements:

- Regular attendance is an essential function of this job to ensure continuity.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of, transportation, planning, and engineering, including staff supervision and evaluation, mediation and conflict resolution, municipal budgeting procedures, and project management.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluations.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Skill in the use of methods, techniques, materials and equipment utilized in public works construction projects.
- Ability to frequently use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required: feeling, fingering, handling, hearing, lifting, mental acuity, speaking, talking, and visual acuity.

WORK ENVIRONMENT

The work requires decision making that could lead to major community or organizational consequences if this position fails to make the appropriate decision at the time.

END