

Public Works Director Job Description

NATURE OF WORK

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including other public works projects and programs. This position reports directly to the Town Manager thru written and verbal reports.

This position supervises a crew of Class I and II Heavy Equipment Operators, Class A and B Truck Drivers and any other employees that may be assigned to the Public Works Department. The work of this position is mainly administrative in nature, including the scheduling, coordinating and supervision of various work projects within the Public Works Mission. The employee is further responsible for checking work performed by subordinates and for supervising activities within the Town garage. Work is reviewed by the Town Manager through meetings. The Public Works Director is required to attend Regular Council Meetings unless otherwise excused. The Director is also required to initiate and attend annual Roadway Committee Meetings. The Director will submit monthly reports to the Town Manager summarizing department activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and manages department staff, either directly or through subordinates. Evaluates public works needs and formulates short and long-range plans to meet needs in all areas of responsibility. Plans, schedules and assigns work, and evaluate employee performance; maintains proper discipline among subordinate employees. Determines work procedures, prepares work schedules, and expedites workflow.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations. Maintains harmony among workers and resolves grievances. Assists with Union negotiations.

Responsible for the repair and maintenance of all public works equipment, street signs, road repair, and other town infrastructure. Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department.

Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations to Town Manager. Responsible for department budget and capital budget preparation and administration. Prepares and documents budget and purchase order requests.

The Director is responsible for all activities related to the Town's municipal public works department. The Director may also be assigned other duties, when necessary, by the Town Manager.

Possessing a valid Maine driver's license is an essential job function of this position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A)** Graduation from High School, and technical school degree; or
- (B)** Minimum of four years previous public works experience and preferably two years in a supervisory position; or
- (C)** Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A)** Considerable knowledge of road construction, ability to read and interpret engineering road plans, engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable town policies, laws, and regulations affecting Department activities;
- (B)** Skill in operating department tools and equipment.
- (C)** Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, town officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- (D)** Experience as a labor foreman on major road or sewer construction and maintenance activities.
- (E)** Some experience in automotive and diesel mechanics.

SPECIAL REQUIREMENTS

- (A)** Registration as a Professional Engineer is ideal.
- (B)** Knowledge of the Town's geography, including location of streets.
- (C)** Must be able to pass MDOT medical examination and drug screen.

TOOLS AND EQUIPMENT USED

Loader, Grader, Backhoe, dump truck, sidewalk plow, personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Outdoor work is required in the inspection of various construction projects. Hand-eye coordination is necessary to operate department heavy and light equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 75 pounds.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is subjected to working for extended periods of time under adverse climatic conditions. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. This position is also subject to long hours during winter storms and to "call-ins" all through out the year.

The noise level in the work environment is usually moderate to loud. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Public Works Equipment Operator II

NATURE OF WORK

This is skilled manual work primarily in the operation of light and moderately heavy trucks on road construction and repair and in the snow and ice removal operations of the public works department.

An employee in this class is able to handle and operate all attachments and carry out assigned tasks with relative ease. Employees may operate heavier equipment as needed or on a temporary basis. Employees may participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks or during completion of seasonal work projects.

Work may be received in detail for each job to be performed or may follow an established routine. Work is subject to check while in progress and upon completion by the Public Works Foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates moderately heavy trucks in performance of public works duties such as road maintenance activities. May operate other light equipment as needed and may operate heavier equipment such as bulldozers on a temporary basis. Operates a snowplow and sander or sidewalk plow during snow removal operations. Drives a light or heavy truck transporting dirt, gravel, and construction materials; may assist in loading or unloading trucks using front end loader. Performs maintenance on vehicles, which may involve welding, winterizing trucks, and plow maintenance.

Performs varied maintenance work including hot topping, sidewalks, cold patching potholes, rebuilding storm drains, sewer lines and replacing of culverts. Takes down snow fence, cleans or sweeps streets, and completes other special projects as needed. Helps keep surface drains and sewer lines open and assists in the building and repair of streets.

Picks up debris such as blow downs, straightens signs and posts, picks up leaves, brush and other trash. Cuts and hauls wood for garage wood stove. Performs related work as required. Working knowledge of the operation of construction equipment such as trucks, bulldozers and end-loaders used in road construction work and ability to supervise and direct the activities of employees engaged in the operation of such equipment. Ability to lay out, direct and supervise the work of a crew performing semi-skilled and skilled road or sewer construction activities and of equipment operators and to obtain efficient results. Employees in this class are subject to call-in outside of normal working hours in response to emergency situations or snow removal operations.

Knowledge of the geography of the Town, including the location of streets. Ability to read engineering plans for road construction and to follow prescribed lines and grades. Ability

to understand and follow complex oral and written directions. Ability to establish and maintain harmonious relationships with employees and to effectively obtain satisfactory work output.

Ability to keep records and prepares reports.

Possessing a valid Maine Class II (preferred Class I) driver's license within time required by employer is an essential job function of this position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A)** Graduation from a high school or GED equivalent preferable;
- (B)** Two years experience related to the operation of heavy equipment;
- (C)** Sufficient educational background to perform job related duties such as reading and comprehending maintenance manuals or written instructions and to maintain licensing requirements.
- (D)** Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- (A)** Knowledge of the Town's geography, including location of streets.
- (B)** Must be able to pass MDOT medical examination and drug screen.

TOOLS AND EQUIPMENT USED

Loader, Grader, Backhoe, dump truck, sidewalk plow, motor vehicle, phone, radio.

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