

TOWN OF CANTON

TITLE: Director of Public Works
DEPARTMENT: Public Works

CLASS: Exempt
DATE: August 11, 2010

POSITION DESCRIPTION

The Director of Public Works plans, organizes and directs activities in the care, maintenance and repair of the entire Town's infrastructure, including facilities, grounds and roads. The duties include, but are not limited to, overseeing the road maintenance program, street sweeping, catch basin cleaning, opening and closing of the municipal pool, roadside mowing, snow and ice removal, grounds and facility maintenance. This is a professional position that requires an individual to work with independence and limited supervision.

SUPERVISION RECEIVED

The Director of Public Works is supervised by the Chief Administrative Officer.

SUPERVISION EXERCISED

Directs the activities of all employees of the Highway Department, Parks Department and Facility Maintenance Department; provides administrative direction to Highway Foreman, Parks Supervisor and Facility Maintenance Supervisor; and administers all personnel procedures for employees, including training, development and evaluation.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Develops program statements, preliminary cost estimates and related information for road, grounds and facility maintenance.
- Inspects projects on a regular basis to assure that work being performed is as expected.
- Monitors projects as to schedule and cost and prepare related reports.
- Plans, organizes and manages overall maintenance and repairs for all General Government owned infrastructure including facilities, grounds and roads.
- Supervises, trains and evaluates staff and establish and enforce operating and safety standards and procedures for the provision of maintenance service and repairs.
- Gives direction, resolves problems, prepare work schedules and sets deadlines to ensure completion of services and projects.
- Prepares Department of Public Works budget; monitor expenditures; analyze staffing and expenditures; review requests for additional services.
- Recommends and implements long term capital project plans for the Town.
- Develops and implements policies, procedures, and processes to ensure efficient, and fiscally responsible purchasing practices.
- Oversee the administration of multiple contracts for the operation and maintenance of Town infrastructure.
- Participate in ongoing professional education and training, including membership in public planning and environmental organizations.
- Evaluates infrastructure and facility condition and recommends program for maintenance and replacement.
- Assigns work crews and allocates equipment through subordinate supervisory personnel in functional areas.

- Conducts evaluations of work performed and develops techniques for productivity improvements or economies wherever possible.
- Administers personnel regulations and collective bargaining agreements.
- Oversees and directs road construction and maintenance projects and seasonal plans for ice and snow removal.
- Develops workforce allocation plans and maintains records of workforce utilization by project or operation.
- Coordinates parks and recreational facilities maintenance and improvement program with Director of Parks & Recreation.
- Prepares annual operating and capital budget recommendations for the departments which the Director oversees.
- Develops specifications for the purchases of materials, equipment, supplies and services.
- Provides technical and field assistance to the Project Administrator in infrastructure design and construction.
- Coordinates with Chief of Police and Fire/EMS Chief road safety and emergency procedures during road reconstruction and bridge repair work.
- Participates in interdepartmental review of subdivision plans and commercial development planning.
- Prepares narrative and statistical reports of some complexity for the Chief Administrative Officer and Board of Selectmen.
- Provides technical assistance to Town commissions as requested.
- Maintains inventory of department equipment and supplies.

INCIDENTAL JOB FUNCTIONS (EXAMPLES)

- Participates in activities of professional public works administration organizations to remain aware of developments in the field.
- Prepares grant requests to state and Federal agencies.
- Serves as a management member of Town workplace safety committee.
- May serve as tree warden in accordance with *Conn. Gen. Stat.*
- May serve as Town's representative on regional boards for infrastructure planning or solid waste and recycling management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principals, procedures and practices of facility, grounds and road maintenance operations and public infrastructure management.
- Thorough knowledge of the principals, procedures and practices of municipal public works operations, including road maintenance and construction; drainage and storm water management collections systems; solid waste and recycling; and park and recreation facility management.
- Considerable ability to read and interpret engineering plans, building plans and blueprints and apply knowledge to construction work in the field.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Knowledge of laws and regulations related to public works programs and building management, including but not limited to, building, fire and life safety codes and OSHA regulations.
- Considerable ability to plan, direct, coordinate and motivate employees.

- Ability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to present technical information in a clear, concise manner to non-technically oriented persons.
- Working knowledge of labor relations practices and procedures.
- Ability to operate personal computer with proficiency and utilize standard office software.
- Ability to explain, in general, code and regulatory information to the public in a clear and concise manner.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/or other written materials.
- Ability to interpret and apply regulations, policies and procedures.
- Administrative ability to initiate, organize and follow through on public works programs and specific projects.
- Ability and experience in the operation of heavy equipment such as dump trucks (including tri-axle), backhoe/loader, paving equipment, and roadside/gang mowers desirable.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Bachelor's degree in civil engineering, construction management, public or business administration, or a closely related field and at least (8) years of increasingly responsible experience in public works operations or construction management, with at least (5) years of supervisory experience, preferably in a union environment; or any equivalent combination of education and experience.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Performs duties in varying combination of office, motor vehicle, and jobsite environments.
- Ability to traverse rough terrain during site inspections, including use of personal protective equipment.
- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve problems; use math and mathematical reasoning.
- Ability to lift up to 35 pounds necessary to move office files or equipment or for presentation at public meetings.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to work varied hours/ days/ night meetings to complete functions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.

- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/assignments given to self and others over long periods of time.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to walk on rough terrain to inspect undeveloped properties and sites that are rough and uneven due to ongoing construction.
- There is on-the-job stress; especially regarding public meetings, meeting report deadlines, working in an office with continuous interruptions, and subsequent enforcement responsibilities.
- Ability to observe and interpret situations, read and interpret data, information and documents.
- Ability to talk and hear, both in person and by telephone.
- Occasional exposure to extreme climatic conditions.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. Business travel may be required. The employee will be required to provide his/ her own transportation.

LICENSE OR CERTIFICATE

Must possess a valid driver’s license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this documents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date