
JOB DESCRIPTION

Position Title:	<i>DPW Director</i>	Salary/Step/Grade:	
Department:	<i>Public Works</i>	FLSA Status:	<i>Exempt</i>
Reports to:	<i>Town Manager</i>		

SUMMARY

The DPW Director performs administrative and technical work in directing and supervising the Town's Public Works operation, including the following divisions: administration, highway, facilities, water & sewer, parks and solid waste and recycling programs.

ESSENTIAL FUNCTIONS

Responsible for planning, directing, administering, and supervising all programs and activities of the Department, including street and storm drainage maintenance, winter maintenance, sanitary sewer collection, water system operations, waste disposal operations (including recycling), motor pool and other equipment service repair and maintenance, engineering, beautification and maintenance of parks and grounds, capital improvement planning, construction work, facility and custodial operations within all Town buildings.

Essential Duties and Responsibilities:

Plans, coordinates, directs, supervises and prioritizes the programs and activities of the Department for effective coordination of manpower, equipment and supplies; Develops long-term and short-term plans to meet the Department's needs and emerging issues.

Develops and implements appropriate Department rules, regulations, and policies; establishes record keeping procedures, methods, and standard operating procedures; conducts necessary research and investigation into various matters and issues pertaining to the Department.

Prepares, or supervises the preparation of the Departmental operating budget and administers the approved budget in conformance with the authorized spending plan; develops long-range capital improvement plans for town-wide facilities and infrastructures and for equipment replacement and upgrade; coordinates and administers departmental capital improvement programs.

Reviews and approves the requisition of equipment, materials, and supplies; approves departmental expenditures; authorizes purchases consistent with Town policies and procedures.

Supervises directly, or through subordinate supervisors, all department personnel; establishes and enforces rules and regulations; recommends personnel for appointment, promotion, discipline and dismissal, sometimes acting upon the recommendation of subordinate management staff and subject to confirmation by the Town Manager; evaluates management staff for performance, and ensures that other performance review measures are implemented for other department personnel.

Participates in collective bargaining matters pertaining to Departmental personnel by serving as a member of the Town's management negotiating team, and by administering and enforcing the provisions of applicable collective bargaining accords; ensure that other Town personnel policies and procedures are faithfully adhered to.

Trains supervises, and evaluated the performance of Department staff; assures safe work practices for employees through appropriate training and supervisory accountability by field and site personnel.

Supervises the preparation of plans, specifications, and cost estimates for purchase of various equipment and vehicles, and for construction and repair projects; receives and analyzes bids and prepares recommendation for purchase.

Supervises construction projects, either performed in-house by DPW staff or by contracted forces; develops standards for project quality and timeliness.

Recommends usage and fee rates for service and programs of the Department. Prepares schedules, formulas, and fees for water and sewer assessments and use charges. Develops associated policies and procedures for implementation and management of these assessments and charges. Monitors revenue stream for conformance with budget expectation.

Develops programs and permit systems for street opening, driveway openings, utility connections, and other similar matters; inspects sites to determine conformance with requirements.

Manages and coordinates all Federal and State grant programs and requirements applicable to the Department accounts for grant funds working in collaboration with the Town Finance Office and ensures compliance with program regulatory standards.

Develops inspection schedules and programs for subdivision developments, capital improvement construction , and miscellaneous other permit or code requirements; may conduct field inspections in more difficult situations of considerable complexity, unusual activity or requiring special interpretation of policies or requirements; initiates enforcement actions where warranted.

Attends meetings with local boards and commissions as warranted and with state and regional agencies; responds to requests for information and assistance from citizens and outside agencies and organizations.

Reviews and supervises the work of consultants retained to assist the Town on specialized projects.

Serves on the Local Emergency Planning Committee. In emergency situations assumes operational control of the Department in order to coordinate response.

Promotes and maintains responsive community relations. Responds directly to citizen complaints which are not able to be resolved at lower levels to ensure that proper action was taken in accordance with Town policies and procedures, and expected service or quality levels.

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 position's essential functions. Work requires some agility and physical strength, such as moving in or about buildings, construction sites or over rough terrain, or standing or walking most of the work period when conducting work in the field. Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as moving objects, operating a telephone, personal computer, other office equipment, and a motor vehicle.

Visual Skills: The employee is required to read documents for general understanding and analytical purposes and must be able to determine color differences on a regular basis.

SUPERVISION EXERCISED

Appointed by, and works under the supervisory direction of, the Town Manager. Supervision is exercised over professional, technical, and clerical personnel.

QUALIFICATIONS

Bachelor's Degree in civil engineering, construction management, public or business administration, or closely related field desired. Formalized training in engineering, administration, finance or personnel management highly desired, as is work experience in any of these areas. Experience with public works operation and activities, including at least five years prior experience in a supervisory, managerial, or administrative capacity in public works or engineering (preferably municipally oriented), or a closely related work field.

Special Skills or Experience:

Thorough knowledge of the technical aspects of the various services provided by the DPW.

Thorough knowledge of the practices, procedures and methods used in construction, installation, rehabilitation and maintenance of municipal infrastructures, with emphasis on drainage, streets and bridges, and sewer utilities.

Considerable knowledge of the principles of financial and personnel management.

Considerable knowledge of technical operation matters such as sanitary sewer collection systems and standard discharge treatment, drainage, street construction and rehabilitation, solid waste disposal options, and recycling.

Knowledge of the principles and practices of the parks and beautification, including customary procedures for the care of lawns, shrubbery, trees, plants and flowers.

Ability to plan, organize, direct, coordinate, and evaluate work of employees completing programs of the department.

Ability to analyze and recommend solutions to complex, multidimensional problems.

Ability to communicate effectively both orally and in writing (i.e. ability to conduct studies,

write in-depth reports, and translate technical information into layman's terms). Excellent public presentation skills are required to effectively advocate for the needs of all Town buildings and properties. An understanding of the complexities of working in coordination with a Union shop is necessary.

Ability to establish and maintain effective working relationships with citizen boards and commissions, employees, and the public.

Proficiency with Microsoft Office (Word, Excel and Access), Work Order, Inventory, Estimating/Scheduling software packages and Microsoft Project or equivalent software programs are desired.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.