

Town of Killingworth Position Description

TITLE: Director of Public Works

GENERAL STATEMENT OF DUTIES:

The Director of Public Works, under the general direction and supervision of the First Selectman, organizes and administers the Highway Department and Transfer Station and supervises Highway Department staff. The Director of Public Works reports directly to the First Selectman and has overall responsibility for the ongoing maintenance of town-owned properties and the town's physical assets including roads, infrastructure, facilities, equipment, and grounds.

SUPERVISION RECEIVED: First Selectman

SUPERVISION EXERCISED: Public Works Employees and Transfer Station Personnel

CORE DUTIES:

- Plan, organize, and coordinate work assigned to and performed in the Highway Department and Transfer Station. Evaluate work methods and procedures; make recommendations to First Selectman to improve work methods and procedures.
- Assign, supervise, and review the performance of all personnel assigned to the Highway Department and transfer station. Obtain top-quality workmanship, efficiency, and employee morale. Oversee employee training requirements. Take disciplinary measures when appropriate.
- Ensure that town-owned properties and facilities are properly maintained including but not limited to the building envelope (roof, siding windows, etc.), Grounds, HVAC systems, Electrical, and Plumbing. Manage custodial services in all areas as required.
- Maintain a working knowledge of federal, state, and local laws affecting department operations. Ensure that all employees maintain all licenses or certifications required to perform their jobs.
- Ensure that proper safety procedures are followed.
- Monitor department operations and respond to all inquiries within a timely fashion.

- Plan, evaluate, organize, and supervise construction, repair, and maintenance of town-owned properties, including town roads, bridges, grounds, and facilities, in consultation with the Town Engineer as necessary.
- Supervise the operation and maintenance of the Transfer Station, which includes the scheduling of hauling, monitoring equipment, dealing with service providers, and negotiating rates with trash collectors.
- Organize and schedule seasonal maintenance operations, including (but not limited to) the repair and reconstruction of roads; cleaning and repair of drainage systems; the construction, repair, and maintenance of catch basins; street sweeping; road grading; plowing and removal of snow from Town roads; and general care and maintenance of Town roadsides.
- Monitor weather conditions affecting highways and make provisions for extra maintenance required to keep roads passable. Ensure 24-hour coverage for emergencies.
- Serve as primary contact during emergencies; call in necessary crews and contractors during emergencies; attend FEMA seminars and complete FEMA paperwork for disaster reimbursements; and participate in regional emergency management planning.
- Determine the need for seasonal contractors; make recommendations for the hiring of seasonal contractors (solicit applications; evaluate and screen for qualifications, licenses, and reliability); recommend appropriate compensation for such contractors; manage and supervise the work of contractors; review and process bills from contractors.
- Carry out a regular schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment.
- Prepare and present annual budgets for the Highway Department, snow removal, cemetery maintenance, facilities maintenance and transfer station operations to the Board of Selectman and/or Board of Finance; monitor expenditures and administer budgets year-round.
- Prepare and present Public Works Capital Plan for town-owned properties and facilities; recommend capital purchases.
- Prepare bid documents and requests for proposals for road work projects; review and evaluate bids; make recommendations to the Board of Selectman concerning bid selection.
- Review, verify, and submit employee time sheets to the Finance Office.
- Approve requests from Highway staff for personal leave and vacations of two days or less. Schedule longer vacations in consultation with the First Selectman.
- Train new workers in job tasks, the use of equipment and materials, and safety procedures.
- Report and investigate any events that might lead to Worker's Compensation claims.
- Meet with the First Selectman regularly to discuss operations and projects.

- Attend the Board of Selectmen/Board of Finance as necessary to discuss capital projects, road projects, and other matters as determined by the respective boards.
- Maintain accurate records of Highway Department time worked and materials used.
- Perform related work as required.

SECONDARY DUTIES:

Any Public works related activities as assigned by the First Selectman.

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Ability to instruct, train, supervise, and lead the Highway and Transfer Station staff in construction, maintenance, and repair means and methods.
- Ability to effectively communicate both orally and in writing.
- Broad knowledge of the principles and practices of the management of the Highway and Transfer Station of a municipal public works department.
- Thorough knowledge of the principles and practices of municipal public works construction, transportation related infrastructure maintenance and repair, equipment and vehicle maintenance and repair, and related functions.
- Experience working with the materials, methods, and practices essential to the construction, maintenance, and repair of roadways, bridges, and drainage systems.
- Basic knowledge of State and Federal laws and regulations regarding safety regulations and requirements.
- Ability to establish and maintain effective working relationships with superiors, subordinates, staff of other Town departments including Town Engineer, Utilities, Police, Fire and Ambulance emergency responders, private contractors, Town residents and property owners, and the general public.

REQUIRED EQUIPMENT OPERATION

Ability to operate office and field equipment including, but not limited to, a personal computer, administrative software applications, and surveying equipment.

Familiar with the operation of heavy construction vehicles and equipment including dump trucks, backhoe/loaders, wheel loaders, motor graders, sweepers and light motor vehicles and equipment typically associated with municipal public works construction and maintenance functions.

REQUIRED QUALIFICATIONS

- The qualifications required would generally be acquired with a Bachelor's or Master's Degree in engineering or management, or the equivalent combination of education and training. Professional Licensure would be considered a plus
- Four years of supervisory and engineering experience, specifically as it relates to public works operations
- CT Driver's License with an acceptable driving record
- Strong knowledge of the modern principles and practices of civil engineering and public works operations as applied to the development and maintenance of streets, water and drainage system operations, and other public works functions
- Practical, working knowledge of the principles and practices of organization, supervision and finance administration in the operation of a public works department
- Thorough knowledge of OSHA Regulations as they apply to public works and utilities
- Considerable knowledge of the principles and practices of construction techniques, architectural, and engineering principles, and maintenance requirements, as related to the design, management, and maintenance of public buildings and facilities
- Must have working knowledge of labor relations practices and procedures • Strong personnel management skills
- Ability to plan, organize, assign, supervise and inspect the work of civil engineers, consultants, contractors, sub-professional, technical subordinates, and employees
- Ability to establish and maintain effective working relationships with engineers, contractors, and other public officials; able to interact effectively with staff, officials
- Five years of progressively responsible experience in municipal public works operations, construction, maintenance, and related functions including five years of supervisory experience or an equivalent combination of education, training, experience and skills.

SPECIAL REQUIREMENTS

Valid State of CT. DEEP certified operator of Ct. Solid Waste Transfer Station/Volume Reduction or ability to obtain such certification.

SALARY RANGE

Salary commensurate with education and experience. Range \$80,000 - \$120,000.