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## Public Works Director Job Description

### **Nature of Work:**

The Public Works Director is responsible for administrative, supervisory and technical work directing the operations of the Town's Public Works Department.

Employee of this class is responsible for directing and coordinating the activities of the Public Works Department. Work involves the supervision of all staff involved in various activities, the preparation and administration of the departmental budget, and the scheduling of departmental activities and projects. Work is performed with considerable independence, subject to review through observation, reports and results achieved under the jurisdiction of the Town Manager.

### **Supervision Received:**

The Public Works Director shall be appointed by the Board of Selectmen. Work is performed under the supervision of the Town Manager under guidelines established by the Town Manager; however this employee must also exercise considerable independent judgement and technical expertise in order to meet department objectives.

### **Essential Duties and Responsibilities:**

1. Supervises all Public Works activities including highway and road maintenance and construction, snow removal, building and equipment maintenance, and Transfer Station operation.
2. Supervises long and short term program planning for all divisions of the Public Works Department.
3. Prepares and administers the department's budget. Including authorizing budget expenditures.
4. Designs and calculates cost of construction projects.
5. Performs administrative duties as required to maintain proper record keeping and personnel performance evaluations. Including, maintaining employee work schedules, submitting weekly payroll and keeps record for all work performed and where.
6. Administers on the job training to maintain the highest employee job performance.
7. Works with Manager on contracts for construction projects such as street construction or repair.
8. Works with Manager in preparing bid specifications for all equipment and projects and coordinates all purchasing.
9. Insures implementation and/or compliance with federal and state regulations relative to all Public Works activities.
10. Coordinates with M.D.O.T. on programs within the community.
11. Establishes and maintains departmental operating policies, ensuring compliance with OSHA and other regulations.
12. Provides subdivision and site plan review services and offers advice to the Planning Board, including estimates for bonding purposes.
13. Receives citizen inquiries or complaints and attempts to resolve the issues.

### **Required Knowledge:**

1. Extensive knowledge in construction methods, materials and equipment as applied in municipal public works.
2. Considerable knowledge of the modern principles and practices of municipal public works administration.
3. Working knowledge of town finance, administration, and budgeting.
4. Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning.
5. Ability to establish and maintain effective working relationships with employees, other town officials, and the general public.
6. Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.
7. Knowledge of the traffic laws, ordinances and rules involved in the operation of automotive vehicles.
8. Ability to obtain knowledge of the geography of the Town of Denmark, including the location of roads.
9. Ability to operate trucks and other equipment safely and according to laws and regulations. Ability to make minor repairs, adjustments, and service to automotive equipment.
10. Ability to learn the operation of heavier motorized equipment.
11. Ability to perform manual labor for extended periods of time under adverse climatic conditions.
12. Must be available to work nights & weekends during the winter season; and any major storm or event which requires the Public Works Department throughout the year.
13. Attend mandatory training classes, follow up workshops, and required training.
14. Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records on basic Public Works operations.
15. Perform any additional tasks as required by the Town Manager.

### **Training and Experience Desired:**

1. Considerable administrative and operational public works experience
2. Graduation from a two-year college with major thrust in administration with course work in civil engineering; or any equivalent combination of experience and training.
3. Ability to work harmoniously with other municipal employess and the general public.

### **Necessary Special Requirements:**

1. Must be able to continuously maintain a Class B drivers license throughout employment.
2. Submit and pass random drug testing which may be conducted yearly.

**Functional Requirements:** Must make provision for after hour calls.

### **Working Conditions/ Physical Demands**

1. Work is generally performed outdoors under varying conditions and circumstances in a moderately noisy environment.
2. The employee must be able to bend, pull , reach, stoop, talk, and kneel.
3. Work in a moderate to high stress work setting.
4. Light to moderate physical activity with lifting of 20lbs and occasional lifting of objects weighing over 20lbs.
5. Must be able to interact courteously and tactfully with managers , co-workers, customers, vendors, or associates. Failure to do so to a point where productivity or morale suffers may be grounds for dismissal.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed , at any time, at the sole discretion of the Selectmen or Town Manager under direction of the Selectmen to provide for changing community needs.

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Select Board Chairman

\_\_\_\_\_  
Select Board Member

\_\_\_\_\_  
Select Board Member

Upon hiring Employee will sign acknowledging the understanding of the outlined job description.	
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Employee Signature	Date