

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Director of Public Works

GENERAL PURPOSE

The Public Works Director works under the supervision of the Town Administrator shall be responsible for all the activities of the Public Works Department. The Department of Public Works consists of highways, sewer collection system, wastewater treatment facility, water supply and water shed, water treatment, water storage and distribution, public buildings, solid waste disposal, recycling, street lighting, public parking, rights-of-way, tree maintenance, Harbor related assets, capital improvement programs, and other public works activities as may be defined by ordinance.

SUPERVISION RECEIVED

Works under the general direction of the Town Administrator.

SUPERVISION EXERCISED

- Exercises supervision over all public works employees either directly or through subordinate supervisors.
- Make recommendations to the Town Administrator on all personnel actions such as hiring, training, terminations, discipline, and implement approved actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement departmental operating policies and procedures in accordance with management principles and techniques.
- Responsible for supervision and direction of planning, design, execution and control of construction and maintenance programs for all engineering performed by consultants and Public Works projects completed by the Town or outside contractors, including streets, water systems, sanitary sewers, storm sewers, surveys, mapping, and inspections; establish standards for design and construction of municipal work.
- Administer and make all final recommendations on all service contracts and equipment purchased, both major and minor, including types of apparatus and equipment to be used within the budgetary limitations.
- Receive, evaluate, and resolve complaints pertaining to Department employees and/or operations.
- Attend management and professional meetings and seminars as required.
- Prepare or oversee the preparation of applications and supporting data for Federal or State funded programs; responsible for administration and compliance of Federal and State laws regarding project funding, bid requirements, consultant selection and construction standards.

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- Represent the Town and act on Town's behalf with local, State and Federal agencies, and public organizations, citizens, media, boards, or commissions as required.
- Develop, implement and control approved departmental long and short-range goals and objectives.
- Manage all Public Works consultant services and outside contractor construction/services contracts. Assure such services are completed on schedule and within budget and quality specifications.
- Confer with the Town Administrator on administrative matters, legislation, and policies, making recommendation for action.
- Research and compile data for specific utility operation and capital financing make recommendations for alternative proposals and implement programs.
- Review and administer legal documents for Town contracts, leases, and agreements pertaining to Public Works projects.
- Attend Town Council meetings as required; act as technical and management advisor on Public Works and water & sewer utilities issues; present written and oral reports and recommendations. Represent the Town and act on the Town's behalf as requested.
- Prepare the capital improvements programs and long-range service or facility plans for the streets, water, wastewater, storm drainage, buildings, Town properties and facilities, and Harbor assets.
- Prepare, administer, and control department budget, including utility funds and State/Federal assistance funds, authorizing and monitoring expenditures, direct development and operation of the Department's accounting cost and analysis systems.
- Responsible for the coordination of the administration of applicable codes with other Town Departments.
- Organize and manage the Department's employees, resources, equipment, and available time to achieve maximum efficiency and effectiveness.
- May perform other activities as designated by the Town Administrator.
- Perform additional management responsibilities as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by the example in the above job description.

- Requires the ability to establish and maintain an effective working relationship and being the lead in communication with Town officials, employees, vendors, intergovernmental agencies, union representatives and the general public.

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- Requires extensive knowledge of modern methods and techniques to as applied to operations, construction, maintenance, funding, and repair of public works facilities.
- Requires extensive knowledge of organizational, fiscal, personnel, and supervisory practices and principles.
- Knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, and office operations.
- Requires knowledge in developing and maintaining the annual budget for the Public Works Department, including streets, buildings, water and wastewater.
- Requires ability to plan, implement, and evaluate a wide variety of Public Works programs.
- Requires ability to supervise Department employees in a manner conducive to efficient and effective performance and morale.
- Requires an ability to communicate effectively to a variety of audiences both orally and in writing.
- Requires extensive knowledge of State and Federal regulations governing public works projects.
- Requires extensive knowledge of compliance and standards with State and Federal regulations for water treatment and distribution and wastewater collection and treatment, and stormwater collection and discharge. Oversee the collection of sewage, water, and stormwater samples and submitting required reports and documentation to EPA, RI Department of Health, RI Department of Environmental Management, and RI Water Resources Board
- Requires ability to plan, implement, manage, and evaluate a wide variety of simultaneous Public Works Department programs.
- Requires strong leadership skills to achieve the variety of job functions encountered in a department Director's position.
- Requires extensive knowledge of wastewater treatment, water treatment and road construction.
- Requires considerable knowledge of general heavy construction practices.
- Knowledge of resource recovery programs, solid waste, and recycling.
- Knowledge of and experience in the management of occupational hazards and safety precautions.
- Knowledge in safe work practices. Use safe working practices in the performance of duties and ensure property safety practices are used by all department staff.
- Knowledge and understanding of routine and preventative maintenance of vehicles and equipment.

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PHYSICAL REQUIREMENTS

- Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, taking, hearing, seeing, and repetitive motions.
- Incumbents will be available after hours and emergencies requiring to work overtime, weekends, and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway, water, sewer, and building maintenance and construction work.
- Work will be performed both indoors and outdoors.
- Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise.

DESIRED MINIMUM QUALIFICATIONS

- Bachelor's Degree in civil engineering or closely related field.
- Combination of education and experience that demonstrates ability to perform the essential functions of the job.
- Two (2) years progressively responsible experience supervising professional and technical staff.
- Minimum six (6) years progressively responsible experience in public works or similar field, preferably with a municipal organization, with four (4) years supervisory experience within public works department of a public agency.
- Combination of education and experience that demonstrates ability to perform the essential functions of the job.
- Ability to communicate effectively to a variety of audiences orally and in writing.

REQUIRED LICENSES

- R. I. Professional Engineer or consideration will be given for comparable practical experience in the field.
- Valid R.I. Driver's License and an acceptable driving record.