

JOB DESCRIPTION

POSITION: Public Works Director

SUPERVISOR: Town Administrator/Mayor

DEPARTMENT: Administration

PAY RANGE: Based on Qualifications

CLASSIFICATION: Exempt

DATE AMENDED:

Summary: The position performs complex administrative, planning, and professional work overseeing the operations of all Public Works work units including Street Maintenance, Refuse and Recycling Collection, Water Production, Water Distribution, Sewage System Collection, Facilities Maintenance, and Equipment Maintenance. The successful applicant must be an empowering manager, a proven leader, a creative problem solver and an excellent communicator. A commitment to customer service and citizen involvement is required. Formulates policies and coordinates activities in accordance with general policies established by the Town Council, Water and Sanitary Boards, and Mayor.

Knowledge:

- ❖ Extensive knowledge in construction methods, materials and equipment as applied in municipal public works
- ❖ Considerable knowledge of the modern principles and practices of municipal public works administration
- ❖ Knowledge in applicable laws and regulations pertaining to water and wastewater utilities

Skills:

- ❖ Financial management and budgeting skills for multiple departments
- ❖ Ability to organize, direct and coordinate the activities of the Public Works Department, including long-term planning
- ❖ Ability to establish and maintain appropriate work relationships with municipal officials, peers, subordinates, and the general public
- ❖ Ability to establish and maintain working relationships with state and local organizations
- ❖ While work is performed under the supervision of the Town Administrator and under guidelines established by the Town Council, and Water/Sanitary Board, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives
- ❖ Management and supervisory skills

Duties and Responsibilities:

- ❖ Directs and oversees utilities, streets, sidewalks, and sewer maintenance and construction programs.
- ❖ Directs the activities of the City's maintenance programs, including equipment, all utilities and the waste disposal programs.
- ❖ Recommends contract work by professional engineers in designing and implementing projects in accordance with City policies, as assigned or requested by the Town Council or Water and Sanitary Boards.
- ❖ Follows bidding procedures in compliance with Town Policy.
- ❖ Responsible for researching and implementing improvements to the operation of the departments in his/her charge and coordination of activities in accordance with the general policies established by the Town Council and Water/Sanitary Boards.

- ❖ Responsible for oversight of the construction of, or repairs on, municipally owned facilities
- ❖ Responsible for the preparation and monitoring of the departments' budgets and reporting on same to the Town Administrator.
- ❖ Monitors expenditures and approves all requisitions in accordance with town ordinances and regulations.
- ❖ Consults with the Town Administrator and Mayor on Public Works activities and problems.
- ❖ Works closely with other department heads, engineers, developers, and contractors regarding public works activities and projects.
- ❖ Attends various Town administrative meetings, including all City Council, Water/Sanitary Board, Parks and Recreation, and Public Works Committee meetings, and other meetings as needed.
- ❖ Exercises supervision over a number of employees of varying skill levels.
- ❖ Responds to concerns and inquiries from both the public and private sector, communicating all aspects of public works as requested.
- ❖ Maintains current knowledge of trends and developments in the field and facilitates application of such to department policies and procedures as appropriate.
- ❖ Performs other duties as required and assigned.

Education:

- ❖ Considerable administrative and operational public works experience
- ❖ Graduate of an accredited four-year college or university with an emphasis in civil engineering and/or administration, or
- ❖ Any equivalent combination of experience and training

Special Requirements:

- ❖ West Virginia Wastewater or Water Operator License preferred
- ❖ Must be available for after-hours calls
- ❖ Town residency not required. However, must live within close proximity to the Town in the event of an emergency
- ❖ Must maintain a valid West Virginia Driver's license

Environmental Working Conditions: Must be able to work in outside weather conditions such as hot, wet, and humid conditions, may have exposure to toxic or caustic chemicals and loud noises. Employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.