

PUBLIC WORKS DIRECTOR

Dept: Public Works

FLSA Status: Exempt

General Definition of Work

Performs difficult advanced technical work supervising the day-to-day operations and maintenance of water and wastewater treatment systems, refuse collection, and other facilities, structures and grounds as assigned. Departmental supervision is exercised over all personnel within the department. Work is performed under the direction of the Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plan, administer, direct, and supervise buildings and grounds maintenance, street maintenance, leaf pick-up, and water and sewer operations;

Gather and analyze information, prepare recommendations and reports; establish operating procedures and recommend operating policies.

Assist in long range planning, daily scheduling and on-site supervision of projects.

Submit to Town Manager department operating and capital budgets; monitor expenditures for compliance with budget;

Coordinate operations with other Town functions and government agencies; coordinate operations and ensure appropriate personnel, materials, and equipment are provided for projects and special events;

Supervise and inspect field work to ensure compliance with safety and OSHA requirements.

Receive and respond to customer inquiries;

Recruit, select, and hire department personnel with approval of Town Manager;

Recommend promotions, transfers, suspensions, demotions, and terminations to the Town Manager;

Assign, direct, train, and inspect the work of personnel; develop staff schedule;

Plan and coordinate preparations for snow removal and ice control, including equipment and material preparation;

Inspect water and wastewater line installations and connections to ensure work is in compliance with the Town's standards and specifications;

Oversee the construction of new streets in the Town to ensure that the work is consistent with Town and state regulations;

Oversee safety training; ensure staff are equipped with proper protective and safety gear.

Attend workshops and training related to governmental safety, water utility operations, and other areas as necessary or required.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of civil and sanitary engineering; thorough knowledge of municipal public utilities administration, planning, and design; thorough knowledge of the installation and maintenance of water/sewer lines and water and wastewater treatment plants; general knowledge of the machines, tools, equipment, and materials used in operation, maintenance, and repair of water, sewer, and wastewater systems; comprehensive knowledge of local, State, and Federal regulations related to utilities; thorough knowledge of the principles and best practices of governmental construction projects and programs including contract negotiation and administration; ability to review and analyze plans and specifications for the construction of public utilities facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to communicate effectively, both orally and in writing; ability to direct the work of a large staff; ability to establish and maintain effective working relationships with elected officials, associates, contractors, vendors, regulatory agencies, engineers, developers, and the general public.

Education and Experience

High school diploma or GED and extensive experience in public works operations and considerable supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne

particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Virginia Pesticide Applicator certification (Commercial)

Valid Commercial Driver's License (CDL) in the Commonwealth of Virginia.

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