

**TOWN OF WESTON  
DIRECTOR OF PUBLIC WORKS**

**Position Purpose:**

The purposes of this position are to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge construction, maintenance and repair; transfer station management; vehicle and central equipment maintenance; small water system management; storm water drainage/flood control management; and snow removal. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs a wide variety of technical, administrative and supervisory responsibilities requiring an extensive knowledge of public works functions such as: road construction, vehicle maintenance, solid waste management and drainage maintenance

*Supervision Received:* Works under the general direction of the Town Administrator following professional standards, procedures and policies.

*Supervision Given:* Supervises the public works foreman, transfer station operator, mechanics and maintainers developing job direction, assigning tasks, providing instructions as-needed, and monitoring performance. Provides direct supervision to maintainers and operators when necessitated by circumstances.

**Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone; frequently required to perform inspections of outdoor construction projects or work crews which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to inspect complaints from citizens.

Requires the operation of an automobile, telephones, computers, copiers, computer tablets, customer relationship management software, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with elected officials, other municipal departments, board of education staff, state agencies, vendors and contractors and the general public; communication is frequently in person, by telephone, fax, email or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, personal injury and potential liability

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Plans, organizes, supervises and directs the operations of the Public Works Department including roads, bridges, transfer station, and drainage projects and personnel.
- Assigns, supervises, plans and inspects all: road construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; street sweeping; roadside mowing; downed tree removal; tree stump removal; cemetery maintenance; streetlight maintenance; ice control and snow plowing operations
- Supports the work of the Tree Warden and the Parks and Recreation Department;
- Organizes and implements emergency storm response system; including plowing, and sanding of roads; inspects roads and bridges to ensure that driving conditions are safe
- Administers and directs transfer station operations, including hauling contractors at the transfer station, and oversees and coordinates the town recycling program as designated recycling coordinator
- Administers and directs: the preventative maintenance programs for all Town vehicles and equipment including heavy equipment, park equipment and police vehicles;
- Prepares bid specifications for the purchase of all department equipment, materials and supplies; prepares specifications and cost projections for all public work projects.
- Investigates citizen/staff complaints and takes or oversees corrective action as appropriate
- Responds to citizen requests for service without delay, providing estimated dates of completion and status updates.
- Oversees vendors hired to maintain the Town's two small water systems, which serve town buildings, school buildings, and approximately 27 households.
- Supervises, trains, assigns work, counsels motivates, evaluates and rewards employees. Administers warnings and employee discipline with prior consent of the Town Administrator..
- Assures safe working conditions for employees through training programs as required by

State and Federal Agencies. Review and enforce DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.

- Prepare and administer operating budgets and capital projects for department; present budgets to appropriate Boards, First Selectman and Town Administrator.
- Participates in labor negotiations, including formulating negotiation strategy, drafting proposals, and sitting at the bargaining table as a Town representative.
- Maintains harmony among workers and quickly addresses and resolves grievances with the assistance of the Town Administrator.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

**Minimum Required Qualifications:**

Education, Training and Experience:

Minimum qualifications are a Bachelor's Degree and ten years of relevant Public Works experience, including five years at the supervisory level. A degree in the fields of civil engineering, construction management, public administration or closely related fields is desired. An Associate's Degree and fifteen years of relevant Public Works experience, including ten at the supervisory level may be substituted for a Bachelor's Degree.

Special Requirements:

A valid motor vehicle operator's license is required

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems; knowledge of the methods, techniques, technology, materials and equipment used in road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of modern computer applications, including word processing and spreadsheets,; knowledge of water pump station maintenance operations; knowledge of municipal public works budgeting.

*Ability:* Ability to develop short term and long range comprehensive plans for public works operations; ability to read construction documents, blue prints and grade stakes related to public works projects; ability to prepare time and cost projections for public works projects and

complete projects in timely manner; ability to prepare bid specifications for public works equipment, materials and supplies; ability to establish and maintain effective working relationships with town staff and the public; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service; ability to plan, organize and direct emergency response programs; ability to prepare and administer an operating budget for the Public Works department and Transfer Station

*Skill:* Good verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

**Physical and Mental Requirements:**

Work Environment

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions             |      |           |            | X        |
| Work in high, precarious places        | X    |           |            |          |
| Work with toxic or caustic chemical    | X    |           |            |          |
| Work with fumes or airborne particles  |      | X         |            |          |
| Non weather related –extreme heat/cold | X    |           |            |          |
| Work near moving mechanical parts      |      | X         |            |          |
| Risk of electrical shock               | X    |           |            |          |
| Vibration                              | X    |           |            |          |
| Other-Describe _____                   |      |           |            |          |
| Other-Describe _____                   |      |           |            |          |
| Other-Describe _____                   |      |           |            |          |

Physical Activity

|   | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing                                |      |           | X          |          |
| Walking                                 |      |           | X          |          |
| Sitting                                 |      |           | X          |          |
| Talking & Hearing                       |      |           |            | X        |
| Using hands/fingers to handle/feel      |      | X         |            |          |
| Climbing or balancing                   |      | X         |            |          |
| Stooping, kneeling, crouching, crawling |      | X         |            |          |
| Reaching with hands and arms            |      | X         |            |          |
| Tasting or smelling                     | X    |           |            |          |
| Bending, pulling, pushing               |      | X         |            |          |
| Other-Driving                           |      |           | X          |          |
| Other-Describe _____                    |      |           |            |          |

Lifting Requirements

|                  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds  |      | X         |            |          |
| Up to 25 pounds  |      | X         |            |          |
| Up to 50 pounds  |      | X         |            |          |
| Up to 75 pounds  | X    |           |            |          |
| Up to 100 pounds | X    |           |            |          |
| Over 100 pounds  | X    |           |            |          |

Noise Levels

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth)     | X    |           |            |          |
| Quiet (library, private office)          |      | X         |            |          |
| Moderate noise (computer, light traffic) |      |           | X          |          |
| Loud Noise (heavy equipment/traffic)     |      | X         |            |          |
| Very Loud (jack hammer work)             |      | X         |            |          |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

***(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)***