

Director of Public Works/Highway Foreman

Department: Public Works

Position Status: Regular, Full-

Time, Exempt

Reports to: Town Administrator

Definition:

The Director of Public Works/Highway Foreman is responsible for administering and directing the operations of the Town's Public Works Department. The Director formulates policies and coordinates activities in accordance with the general policies established by the Selectboard and by the Town Administrator. The Director of Public Works exercises discretion and independent judgment in the supervision of several unskilled, semi-skilled and supervisory maintenance and construction employees of the Highway Department, and Tree Warden. The Director of Public Works of the Town of Georgia is subject to all applicable policies, procedures, rules, and laws that apply to all other municipal employees of the Town of Georgia.

Distinguishing Characteristics

This position has overall responsibility for directing, managing, and supervising a wide range of public service activities including maintenance of roads, streets, parks, sidewalks, bridges, landscapes facilities and fleet maintenance; driveway permit review and issuance; storm water system design, function, and maintenance; weed abatement programs; capital improvement projects programs; development agreements; inspections; emergency management functions. The position is accountable for achieving programmatic goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner.

Essential Job Functions

Is responsible for the overall management of the Town's Public Works Department and may involve researching and implementing improvements to the operation of the departments in their charge; formulating policies, and coordinating activities in accordance with general policies established by the Selectboard and Town Administrator.

Duties may include, but are not limited to the following: Plan, organize, manage, lead, and direct the overall operations, maintenance, and repair of a variety of municipal services including, but not limited to, town roads and streets, parks, sidewalks, bridges, landscape, facilities, and fleet maintenance.

- Oversee Public Works function including review & issuance of driveway access permits, inspections, capital improvements project programs, and function as a member of the Town's Emergency Management Team.
- m Select, assign, train, direct, and evaluate subordinate staff; ensure and provide training and guidance for staff involved in various aspects of public works and related services; oversee and implement disciplinary personnel actions when necessary.
- Handle complaints from the public as received by phone, text, email, or at the Department directly.
- Communicate effectively with and keep the Town Administrator apprised of all Public Works activities and problems.
- Oversee project management for the construction of the municipal public works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.

- Maintain regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies, professional and technical groups and the public regarding department activities and services; attend meetings, conferences, and workshops as assigned.
- Develop, plan, and implement department goals and objectives in accordance with the core purpose, mission, vision, and values of the Town; develop, recommend, and administer policies and procedures; establish priorities; monitor the efficiency and effectiveness of Public Work products through quality control and related activities.
- Prepare, administer, and recommend the Department budget; analyze fiscal data to identify and project resource needs; obtain needed resources; develop strategies to increase Department funding; develop and monitor grant-funded programs; monitor and approve budget expenditures within Town policies and procedures.
- Coordinate assigned activities with Town officials, other Town departments, and outside agencies as appropriate; participate on committees and boards and in community activities as assigned; determines applicable codes, regulations, and requirements for assigned projects.
- Oversee the bidding of contracts, competency of contractors and vendors, and the selection criteria for public contracts.
- Integrate and direct department staff with required maintenance and repair of the Town's Public Works, administer and facilitate the Town's stormwater collection and discharge permit.
- Performs duty as a member of the Town's Emergency Management Team and regularly participates in training provided by the County, State, Federal agencies in preparation for unforeseen emergencies and disasters.
- Direct and/or participate in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; make presentation to Town officials as required.
- Review legislation and ensure compliance with laws, regulations, statutes, and codes that impact department operations.
- Perform other duties as assigned.

Ability to:

- Select, lead, manage, supervise, evaluate staff, and provide for their training and professional development.
- Delegate authority for completion of tasks to subordinate staff.
- Inspire, motivate, and mentor municipal Public Works Department employees.
- Communicate effectively, orally and in writing.
- Represent the Town in a professional and positive manner.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Working knowledge of administration, training, OSHA Safety rules, and budgeting.
- Organize, direct, and coordinate the activities of the Public Works Department, including long term planning.
- Develop and/or implement service-related strategic plans, policies, and procedures.
- Analyze complex technical and administrative problems and evaluate alternatives, recommend solutions, and prioritize work.

Read and interpret laws & regulations regarding parks and public work projects.

- Establish and maintain cooperative working relationships with the Selectboard, town committees, commissions, administrative staff, and a variety of public and private organizations.

Functional Requirements:

Must be available for after-hour calls.

Special Requirements:

- Possess and maintain a valid Class A or B Commercial Driver's License.
- Possess a valid State Operator's license and maintain a clean driving record.
- Minimum of five years of increasingly responsible professional public works experience of which at least three years were in a supervisory capacity.
 - Minimum of three years' experience building and managing large and complex budgets.
- Knowledge of Microsoft Office products a plus.
- Experience designing, implementing, and administering safety policies for dangerous or complex operations.
- Formal leadership training is preferred.

Experience and Education Requirements:

Any combination of education, experience, and training that would likely provide the required knowledge, skills, leadership, and abilities necessary for satisfactory job performance is qualifying. Completion of Certificate Programs such as Project Management, Public Works Management, Public Works Supervision, Project Inspection, or Municipal Management, along with practical experience is desired.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. Employee must be able to sit, stand, stoop, walk, lift, carry, climb, and perform other similar actions frequently throughout the workday. Applicants require sufficient mobility to work in an office and a field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant working conditions such as adverse weather conditions. The Director may operate both office and physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Employee is required to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screen, contracts, blueprints, and other printed documents; and must be able to hear in the normal audio range with or without correction.