



Position Title: Director of Public Works

Classification: Department Head

Direct Report: Town Manager

JOB SUMMARY

The Director of Public Works oversees all field operations of the Public Works Department, including the construction, maintenance, and repair of roads and public rights-of-way; the collection and disposal of residential and commercial refuse, brush, yard waste, and recyclables; or a combination of these functions. Performs related duties as required.

ESSENTIAL FUNCTIONS

- Oversee all functions are performed in the Public Works Department.
- Reviews work orders and service requests, determines priority status, staffing, equipment, and supply needs and makes work assignment accordingly.
- Evaluates the efficiency and cost effectiveness of organizational structure, systems and procedures and recommends/implement changes as needed.
- Coordinates and supervises a large work unit of skilled equipment operators, semi-skilled and unskilled laborers, section supervisors, and crew leaders engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns and reviews work orders.
- Approves leave requests.
- Trains employees.
- Interprets rules, policies, and procedures for staff members.
- Counsels with and corrects employees as needed.
- Inspect field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Investigates and resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares and maintains a variety of records and reports pertaining to work center operations, costs, and productivity.
- Prepares and delivers presentations to upper-level management and/or the community.
- Prepares and transmits communications, instructions, and policies to subordinates.
- Determines staff and equipment needs.
- Maintains contracts and other legal documents.
- Reviews and approves cost estimates, proposals, and invoices.
- Attend and/or chairs various departmental and community meetings.

SUPERVISION EXERCISED/RECEIVED

- Responsible for all employees assigned to the Public Works Department.
- Directly supervises other supervisors of a lesser grade and/or crew leaders, and indirectly supervises equipment operators, skilled and unskilled laborers.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Environment: The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials. Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Physical: Employees may be required to work irregular hours or weekends on special projects or emergencies.

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- **Education/Training:** An associate or bachelor's degree from an accredited college or university with major courses in a Public Works related field. Master's degree preferred but not required.
- **Experience:** Ten (10) years increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal, and/or municipal environmental enforcement including, three (3) years in a lead or supervisory capacity.
- **License/Certificate:** Possession of an appropriate, valid driver's license, and valid POST management certificate.

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.