

DIRECTOR OF PUBLIC WORKS

Overview of Duties: This is administrative and technical work in directing and supervising the Town's Public Works operations. Work involves the responsibility for directing all phases of municipal public works, including water and sewer operations, fleet maintenance, public municipal facilities and coordinating road maintenance.

The Director formulates policies and coordinates activities in accordance with general policies established by the Town Council and by the Town Administrator. The Director of Public Works exercises supervision over water and sewer employees and contractors. The Director oversees the activities of the Town's utility and maintenance programs.

The Director is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and adherence to procedures; and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public. Work is performed under the supervision of the Town Administrator under guidelines established by the Town Administrator; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives.

Responsibilities:

- Directs and oversees utility operations, town facilities, sidewalk and coordination of street maintenance with VDOT
- Responsible for managing utility staff to include evaluations, scheduling, and training
- Responsible for researching and implementing improvements to the operation of the departments in his/her charge
- Handles complaints from the public as received by phone or at the department directly
- Prepares the department budgets, controls expenditures and approves all requisitions
- Advises the Town Administrator of all Public Works activities and problems
- Administers vendor contracts including but not limited to Waste Management; Mowing; Maintenance of Facilities and SCADA Systems
- Responsible for oversight of public services such as waste management and streetlights
- Confers with subordinates during the development and progress of various projects
- Gives general supervision to the repair and maintenance of all departmental equipment
- Works with contracted professional engineers in designing and implementing projects, as assigned or requested by the Town Council and Town Administrator
- Employee training and maintaining required VDH, DPOR, and DEQ licensure(s)
- Develops SOP and reporting schedules
- Adherence to VDH, DEQ & Federal permits, regulations & mandates
- Develops and manages emergency preparedness plans
- Periodically audits operations for efficiency, compliance, and hazard mitigation
- Assists the Town Administrator in the preparation of capital improvement programs;
- Performs related work as required.
- Provides staff support to the Town Office in the areas concerning public facilities management

- Assists in preparing Public Works & Utilities budgets;
- Other work as may be requested by Town Administrator.
- Must maintain a valid driver's license.
- Must be available for calls after regular working hours.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of basic civil engineering practices including design, construction, or construction inspection. Considerable knowledge of inspection standards and regulations; considerable knowledge of construction contract administration and estimating cost of construction work; ability to make comprehensive recommendations on field projects; ability to read and interpret plans, specifications and blueprints; ability to establish working relationships with other departments, contractors, Town Council and the general public; ability to keep accurate records and reports.

Comprehensive knowledge of the methods, materials and tools used in the installation, operation and maintenance of a public water and sewer system; thorough knowledge of the characteristics of a water distribution and sewage collection system and treatment systems; general knowledge of water hydraulics; ability to maintain records of transmission and distribution systems and to prepare special reports; thorough knowledge of safety regulations and accident prevention practices; demonstrated ability to plan, direct, appraise, coordinate and supervise the work of subordinate personnel; ability to establish and maintain effective working relations with employees, contractors and the general public.

Extensive knowledge in facilities management, and equipment as applied in municipal facilities and property maintenance. Considerable knowledge of CADD, purchasing software, and project management software. Working knowledge of municipal operations, administration, and budgeting. Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning.

Minimum 5 years' experience in the operation and maintenance of a public utility system and sanitary sewer collection system. Minimum 10 years in facilities management, contract administration, personnel and operational experience; or any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities. Possession of a valid driver's license. Possession of a Wastewater Operators License.

PREFERRED EDUCATION AND EXPERIENCE: Considerable experience in civil engineering and design, construction, construction administration and/or construction inspection. Possession of a Water Operators License. Experience in SCADA system monitoring. Bachelor's Degree in Facilities Management or Business Administration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.