



TOWN OF MANCHESTER



POSITION AVAILABLE – DIRECTOR OF PUBLIC WORKS

\$120,000 - \$132,000

CLOSING DATE: FRIDAY, DECEMBER 1, 2017

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under administrative direction of the General Manager or his designee, the Town of Manchester is seeking candidates for Director of Public Works with executive level responsibility for the Engineering and Field Services Divisions, Building Inspection, Facilities Maintenance and the Sanitation Division including Landfill operations. The Director of Public Works manages an annual operating budget of \$21 million and oversees 105 employees.

Manchester seeks a Leader who is a team builder and a coach for innovation with demonstrated experience in capital planning, strategic/master planning and, project management. The Director must be a promoter of, and, leader for, the implementation of appropriate technologies throughout the department.

MINIMUM TRAINING AND EXPERIENCE: A Bachelor's Degree in Public Administration, Business Administration or a related field and five (5) years of responsible executive experience in public works construction, management, and maintenance is required with a demonstrated commitment to customer service and public information. Suitable experience may be substituted for educational/licensure attainment if deemed appropriate by the General Manager or his designee. A Master's Degree preferred. Possession of a Professional Engineer's license desirable. Manchester residency within one year of appointment is required by Town Charter.

Examination Will Consist Of:

<u>Parts</u>	<u>Weights</u>	<u>Passing Score</u>
Oral	100%	80%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://www.townofmanchester.org>. Applications must be in the Human Resources Department by 4:30 p.m. on Friday, December 1, 2017 or must be postmarked by Friday, December 1, 2017. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.