

TOWN OF MANCHESTER
POSITION GUIDE

Title: Director of Public Works
Department: Public Works
Reports To: General Manager

NATURE OF WORK

Under administrative direction of the General Manager, responsible for planning, directing and coordinating the work of the Department of Public Works in the design, construction, operation and maintenance of Town facilities, including streets, sidewalks, storm drainage, public buildings, park and recreation areas, cemeteries, water supply and distribution facilities, fleet maintenance including public safety and the Board of Education upon request, solid waste and recycling collection and disposal, and building inspection services.

ESSENTIAL FUNCTIONS

Plans and coordinates professional engineering work in the design and construction of public buildings, streets, sewer lines, water lines, sidewalks, parks, storm drainage, and cemeteries. Plans and coordinates professional architectural work in the design, construction and renovation of public buildings.

Coordinates plan reviews for the installation of public works facilities in new subdivisions for conformance to accepted engineering principles and Town regulations. Coordinates and plans the maintenance of streets, sidewalks, cemeteries, parks, public buildings, fleet vehicles, and recreation facilities.

Coordinates the removal of snow and ice remove from local streets, public sidewalks, and public parking lots. Coordinates refuse and recycling collection and disposal, fleet repair services, and building inspection services.

Prepares the annual departmental operating budget and is responsible for the fiscal management of the Department and Divisions. Prepares and recommends an annual program and a long-term (five years or more) program of capital improvements for public buildings, facilities, equipment and infrastructure for the Town. Coordinates the applications for grants and administers grant funding received for public works projects, building projects, or projects done in conjunction with other agencies of the Town or state.

Formulates major operating policies for the department, and recommends or initiates changes in organization or operating procedures. Meets and negotiates agreements with attorneys, contractors, and State and Federal Officials relating to public works matters. Participates in collective bargaining as required.

Directs all building construction and renovation projects of the Town; directs the building and renovation of schools as authorized by the Board of Education; works with the Town Building Committee. Promotes effective employee relations, enforces Town personnel policies and assures compliance to established work rules and federal, state and municipal regulations.

OTHER JOB FUNCTIONS

Represents the department at meetings and hearings before the Board of Directors, the Town Building Committee, the Planning and Zoning Commission and other state/federal agencies. Performs other duties as assigned.

Director of Public Works - continued

Hears and makes recommendations on grievances filed by employees within his/her department. Hires consulting engineers, architects, or other professionals to meet project needs of the community.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of public works administration and management techniques. Extensive knowledge of municipal engineering and public works construction, operations and maintenance, public buildings and facility maintenance.

Ability to coordinate, plan and direct the work of a sizeable professional, technical and labor staff in varied public works activities. Ability to coordinate the work of various operating divisions and of the department with other municipal and State agencies.

Ability to prepare and present effectively, oral and written information and recommendations relating to activities of the department. Ability to establish and maintain effective working relationships with subordinates, local elected and appointed officials, State and Federal authorities, and the general public.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENT AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator. Able to stand or remain in uncomfortable position for long periods.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts. Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to: hazardous chemicals and wastes; high, low or fluctuating temperatures; seasonal outdoor weather; humidity and wetness; grease, oil and dust; loud or unpleasant noises; electrical hazards; electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration or a related field and five (5) years of responsible administrative experience in public works construction, management, and/or maintenance. Master's Degree preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his/her designee. Possession of a Professional Engineer's license desirable. Manchester residency during tenure is required by Town Charter.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.

Approved, Board of Directors: October 3, 2006, Action #401-06

Approved, Board of Directors: July 5, 2011, Action #271-11