

**TOWN OF RICHMOND
JOB DESCRIPTION
PUBLIC WORKS DIRECTOR**

Job Title:	Public Works Director	Classification:	Exempt
Department:	Public Works (DPW)	Other:	Member, Senior Leadership Team
Reports To:	Town Manager	Supervisory:	Yes
Position Type:	Full-time Salaried, with Seasonal Overtime Eligibility		

General Summary: The Public Works Director is responsible for the administrative and technical management of a department of the Town including the planning, construction and maintenance of the Town's public infrastructure that may include roadway and bridge systems, parks and grounds, subsurface storm water collection systems, public facilities, DPW fleet maintenance, and related programs in accordance with local Ordinances, Maine State and Federal Laws. Person in this position is required to perform all similar or related duties. All Public Works employees are on call 24/7 and shall be available whenever the possibility for inclement weather exists from November 1st through May 1st.

Supervision Required: Direct report to the Town Manager, the Director works from municipal policies and objectives set by the Selectboard in accordance with local, state, and federal regulations and laws. Establishes Department operating policies, short and long-range plans and objectives and assumes direct accountability for department results. Consults with the Town Manager when clarification, interpretation, or exception to municipal policy may be deemed appropriate.

Senior Leadership Team Requirements: The Director is responsible for the development and implementation of department operating and capital budgets. As the leader of a Town Department, the Director proactively works to build collaborative working relationships with other members of the Town Manager's Senior Leadership Team, and support their requests for DPW support. The Director represents the Town to Community Partners and Stakeholders, particularly the Senior Staff of the Richmond School Department. The Director assists the Town Manager and Human Resources Director with the recruitment, and subsequently solely responsible for the training of employees, including monitoring of special certifications and licenses, and is expected to resolve conflicts which arise and coordinate with others as necessary.

Essential Functions:

*The essential functions or duties listed below are intended to illustrate **various types of work that may be performed**. The omission of specific statements or descriptions of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Develops and implements plans for construction, reconstruction, maintenance, cleaning, and repair of the Town's critical infrastructure relating to roadways, sidewalks, traffic systems and storm drainage systems. This includes pavement management programs, snow and ice control programs, and the Department's response to storm related emergencies.
- Inspects work to ensure conformance with engineering specifications and standards and in coordination with the Town Engineering Consultant makes necessary adjustments in assignments and methods to correct deficiencies.
- Optimizes the use of resources to maintain the Town's Public Rights of Way (ROW) in a state of good repair and open to the public for the safe passage of vehicular and pedestrian traffic. The responsibilities include the development of plans for the rehabilitation of sidewalks and roadways for the future application of Federal, State and Town funds.
- Oversees the construction and maintenance of storm drainage systems including the annual cleaning of catch basins, underground conduits, culverts, and ditches.
- In coordination with the Town Manager/Road Commissioner and the Town Engineering Consultant establishes priorities, reviews plan for reconstruction of the public infrastructure, plans for its timely repair to minimize the risk of failure, and reviews plans and makes final determinations relative to the expansion or retraction of the existing systems.
- Responsible for the development, presentation and administration of the Department's annual operating and capital budgets; develops and monitors the procedures and administrative systems

**TOWN OF RICHMOND
JOB DESCRIPTION
PUBLIC WORKS DIRECTOR**

required to ensure the effective budgetary and operational management of department sponsored programs.

- Responsible for the planning and allocation of financial resources required to execute the various seasonal work plans by program in order to enable the effective operations of the Department within the abbreviated construction season. This includes the effective application and coordination of personnel, equipment, contractors, and supplies.
- Plans and executes the procurement and disbursement of materials and supplies necessary to the operation of the Department.
- Develop specifications for equipment and materials, coordinate with the Town Manager and/or Finance Director for obtaining competitive bids, using the Town's bidding process.
- Oversee the maintenance of all DPW equipment and vehicles to ensure continuous safe operational capabilities.
- Coordinates the maintenance and construction activities with other Town departments, contractors, consultants, state and federal agencies and the public.
- Through accurate and timely communication of information, ensures collaborative working relationships are maintained, and good rapport with town, regional, and state officials, department staff and the public is established and maintained.
- Works with the Town Engineer/Planner in designing and implementing projects, as assigned, or requested by the Town Manager, Facilities Manager, and/or Transfer Station Manager.
- Develop and periodically revises the Department's planned operational response capabilities to emergency storm events such as snow and ice storms, hurricanes, and flooding.
- Responsible for the procurement of adequate stockpiles of materials, supplies, equipment, staffing and contract services.
- Coordinates activities with other Town departments and state agencies and provides adequate outlets for the dissemination of public information to local and state officials as well as the public.
- Supervises the Department's response to other weather-related emergencies such as floods, hurricanes, snowstorms, etc.
- Monitors the operation of the Department including the planning, coordinating, directing, inspecting, reviewing, and reporting on the work of subordinates and contractors engaged in the performance of Department functions.
- Proactively manages performance and accountability of reporting personnel.
- Establishes and maintains departmental operating policies and training programs, ensuring compliance with regulatory requirements.
- Instructs Department staff in the appropriate customer service protocols and procedures, and for the training of equipment operators in the safe and effective operation of all motor equipment, and associated equipment and safety protocol required and assigned within the Department.
- Prepare reports as required to explain operational initiatives and to account for program expenditures.
- Prepares documents and maintains statutory records pursuant to the execution of State Aid project funding, confers with State of Maine Highway officials, and files reports for the reimbursement for State Aid funds as appropriate.
- Oversee the management of the Stormwater Infrastructure and plans for its improvement in accordance with the latest Federal EPA and Maine DEP requirements.
- Attends professional meetings to stay current with new construction standards, maintenance practices, safety practices, and construction materials.
- In coordination with the Town Engineering Consultant make appropriate changes to road maintenance and construction specifications to incorporate better procedures, practices, and materials.
- Under direction from the Town Manager, coordinates activities and provides logistical support to the Police Department, Fire Department, Richmond School Department, Facilities Manager, and Sagadahoc County Emergency Management in response to local or regional public safety emergencies.

**TOWN OF RICHMOND
JOB DESCRIPTION
PUBLIC WORKS DIRECTOR**

- Oversees the maintenance of all department records in accordance with Federal, State, and local statutes and coordinates the training of subordinate staff in the proper record retention standards and practices.
- Oversees the Department's Fleet Management Program as well as the acquisition of capital equipment.
- Prepares quarterly and/or seasonal operational reports on the activities of the Department and provides updates on critical activities to the Town Manager routinely or as requested.
- Researches technical information, develops minimum specifications, and reviews the preparation of contract documents for the effective and efficient use of budget resources in the execution of the department's mission.
- Routinely applies critical analysis to the specific elements of the Programs to implement efficiencies that provide for continuous improvement, effective, and efficient utilization of department resources including the assignments given to staff.
- Serves as liaison between the town and various local, regional, and state boards and/or committees.
- Must get along with others and work in a professional manner.
- Maintains regular, predictable, and reliable attendance.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- Performs related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

Experience and Education/Training:

- Bachelor's degree or equivalent knowledge in business, public administration, or a related field
- More than eight (8) years of responsible experience with a minimum of three (3) years in a supervisory capacity preferable in a full-service, municipal public works department; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Special Requirements: Valid CDL-B Motor Vehicle License. Initial and ongoing successful completion of the State of Maine Department of Education, Criminal History Record Check (CHRC) certificate. Complete the minimum National Incident Management System (NIMS) training requirements for municipal first responders, as determined by the US Department of Homeland Security and or FEMA.

KNOWLEDGE/SKILLS:

- Effective management and leadership skills.
- Comprehensive technical and practical knowledge of materials, methods, and techniques relative to a municipal Public Works Department.
- Proficient skills in the use of office software including email, word processing, data processing and spreadsheet applications, and websites for communicating information with the public.
- Thorough knowledge of public works operating and capital budgeting practices.
- Thorough knowledge of the materials, equipment, trucks, tools, methods, and techniques relative to highway construction and maintenance, and public/educational facilities building construction and maintenance.
- Thorough knowledge of Maine General Laws and regulations regarding Public Works.
- Knowledge of snow and ice removal techniques and operational practices, fleet maintenance, personnel management, and control techniques.
- Skill in developing department operational and administrative policies and procedures to accomplish goals and objectives of the Town and the Department.
- Ability to use innovation, creativity, and critical thinking in the development and implementation of short and long-term planning and achievement of Town and department goals and objectives.

**TOWN OF RICHMOND
JOB DESCRIPTION
PUBLIC WORKS DIRECTOR**

ABILITY TO:

- Plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations.
- Organize the Department, to establish and maintain effective and harmonious working relationships with Town officials and departments and to motivate employees.
- Interact with employees tactfully and effectively and to clearly define strategic goals and tactical objectives of the Department as they relate to the day-to-day work of each employee.
- Maintain effective public relations including Selectboard and Committee members and disgruntled members of the public; ability to communicate effectively in written and oral form.
- Make effective public presentations on the critical importance of the work performed in the maintenance and improvement of the public infrastructure.
- Prepare and administer operating and capital budgets and to prepare detailed financial reports; ability to delegate responsibility and work well with subordinates.
- Understand the relationship between human, financial, and equipment resources to achieve the appropriate balance so that the day-to-day work may proceed in an efficient, safe, and effective manner.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work Environment: The work environment involves a setting typical of municipal public works offices, with frequent exposure to outside elements when conducting field inspections. Noise or physical surroundings may be distracting and working conditions can be very unpleasant during inclement weather conditions. Employee may be required to work beyond normal business hours to attend evening meetings, department sponsored planned events and often under inclement weather conditions in response to natural or man-made emergency events including infrastructure failures on a 24/7 365 days per year basis affecting public health and safety.

Physical Requirements: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require the occasional lifting and carrying of objects. There may be a need for the employee to kneel, crouch, stretch, and reach in order to retrieve materials or equipment.

Duties may involve a high degree of intense mental concentration together with hand and eye coordination and visual attention for long periods of time in performing activities such as the operation of a motor vehicle or department apparatus at high rates of speed during the day or night and under adverse road/or weather conditions.

The employee is required to constantly read documents for general understanding and analytical purposes; routinely required to review non-written materials such as instrumentation for analytical purposes and to distinguish colors.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities, and activities may change at any time with or without notice.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee Signature

Date:

Town Manager or Human Resources Director Signature

Date: