

FULL TIME PUBLIC WORKS DIRECTOR JOB DESCRIPTION (July 17, 2017 and updated December 2020)

GENERAL SUMMARY

The Public Works Director is responsible for the general management, supervision and administration of the Public Works Department. This includes transfer station operations, budget preparation, fleet maintenance, public building maintenance, road maintenance and winter operations. Waterboro contracts out over 63 miles of snow plowing so the only plowing town staff conducts is for the Transfer Station, DPW garage, Library, Town Hall, Fire Stations and two parking lots. The Director acts as the administrative supervisor of the town's Transfer Station and works in close cooperation with the Transfer Station manager who directs the daily operations there. The Director supervises all town building and grounds maintenance projects in close communication and cooperation with our staff and appropriate Department heads.

The Director works under the general supervision of the Town Administrator and works closely with other municipal departments, various state and federal agencies and the general public.

POSITION CLASSIFICATION: This position is classified as a full time, salaried exempt position for a minimum of 40 hours per week with a \$60,000 to \$70,000 starting salary range depending on qualifications and experience. Benefits associated with this position include health, dental and life insurance, vacation, sick leave, mileage and cell phone reimbursement, and Maine PERS or 457 retirement plan town contributions. Vision and income protection insurance are also available but at the employee's expense.

ESSENTIAL JOB FUNCTIONS

- Must have a strong working knowledge of MS Office software and be able to efficiently type emails to citizens and staff and communicate by text and social media with the public when necessary.
- Must be available to work extra hours as needed all year long during evenings, weekends, and weekdays under moderate to high stress as weather conditions or local emergencies dictate.
- Must be able to supervise staff and organize the daily functions of a Public Works department and ensure safe road improvement and other projects in the field.
- Must be able to stand, walk, talk, listen, stoop, kneel, reach, and lift up to and occasionally over 75 lbs.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, 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.

DUTIES AND RESPONSIBILITIES

- Handles citizen complaints and ensures good customer service to the public.
- Prepares department budget for presentation to the Town Administrator, controls expenditures and approves all requisitions and bills.
- Is involved with the Town Administrator for interviews, hiring decisions, discipline and trainings for DPW and Transfer Station staff.

- Provides overall supervision of Transfer Station staff and works closely with the Transfer Station manager who directs daily operations there.
- Recommends policies and coordinates activities in accordance with general policies established by the Board of Selectmen and Town Administrator.
- Reviews subdivision and site plan applications as needed and provides advice to Planning Board, Code Enforcement Officer and Town Planner concerning public works infrastructure.
- Updates the Town Administrator as necessary on Public Works activities and problems.
- Issues driveway permits in close cooperation with the Code Enforcement Office
- Works closely with the Recreation Department and other staff to prioritize and plan work projects as needed. Recreation staff will continue to line fields and perform some game-specific work on ball fields.
- Is responsible for directing road and sidewalk maintenance and construction programs to ensure work is done in a safe and compliant manner per OSHA and Maine Dept. of Labor guidelines.
- Inspects the work of contractors and vendors engaged in Public Works activities.
- Is responsible for the oversight of repairs and maintenance of all town properties and infrastructure.

SUPERVISORY RESPONSIBILITIES

- This position supervises the Public Works department employees including Transfer Station staff and Town Hall custodian. The Director works closely with appropriate staff to plan maintenance and repair activities for all town properties.

EXPERIENCE, TRAINING, AND SKILL REQUIRED

- Ability to plan projects and organize and supervise employees is essential. You must demonstrate considerable knowledge and experience with the principles and practices of road construction, maintenance, drainage and repair using an excavator, loader/backhoe, dump truck and grader.
- Working knowledge of financial, administration, and budgeting processes.
- Strong ability and experience to accurately estimate project costs.
- The ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.
- Ability to communicate effectively and to regularly and promptly answer and manage calls, emails and texts from staff or the public.
- Knowledge of traffic laws, ordinances, and rules involved in equipment operation.
- Must have a strong working knowledge of computers for considerable email and internet usage to shop online for parts and information and communicate with the public.
- Must hold a valid Maine Driver's License and be insurable in a normal risk pool.
- A CDL license is preferred but not required.

The above statements are intended to describe the general nature of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Waterboro to provide for the changing community needs of the Public Works Department.