

TOWN OF MILTON
Job Description

Title: Director of Public Works

Date: September, 2022

Department: Public Works

Reports to: Town Manager

OVERVIEW OF POSITION

This is an advanced administrative and managerial work directing the activities of the Department of Public Works.

Work involves responsibility for planning, directing, administering, and supervising all programs and activities of the Department, including: street, sidewalk and storm drainage maintenance; water and wastewater operations and maintenance; winter maintenance; facility maintenance, waste disposal operations (including recycling); fleet services; equipment repair and maintenance; engineering; capital improvements; and construction management. Supervision is exercised over professional, technical, and clerical personnel.

Work is performed under the administrative direction of the Town Manager who reviews work through conferences and administrative reports for overall program effectiveness.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

Responsible for the preparation of the departmental budget working as appropriate through subordinate Division heads and aids. Manages budget for conformance with approved plan of expenditures, and for associated efficiency in operations and purchasing. Presents and explains budget as necessary.

Assist Town Manager in the preparation of the Town-wide Capital Improvement Program for all Town Departments and undertakes other long-range planning.

Plans and monitors overall work schedule for timely implementation of work projects and for the effective coordination of individual operating divisions.

Provides professional advice and services to the Department, other Departments, and boards and committees. Reviews and supervises work of consultants retained to assist the Town on special projects. Manages water/wastewater, highway, stormwater and paving projects. Ensures the Town complies with all state and federal permits (MS-4, water/wastewater, etc.)

Analyzes road conditions during inclement weather to ensure the safety of the public.

Manages the personnel practices of the Department in keeping with established guidelines. Takes responsibility for all human resource issues for all public works

employees, and supervises and evaluates assistants and Division heads. Has authority to recommend departmental staffing needs and levels. Has authority to discipline, suspend and recommend discharge of employees under his/her supervision.

Assures safe work practices for employees through appropriate training and supervisory accountability for field personnel.

Participates in the conduct of labor relations, including collective bargaining and grievance and arbitration proceedings.

Directs department administrative activities, including but not limited to communications systems, payroll, and purchasing, consistent with Town policies and procedures.

Manages the department's acquisitions of services, supplies and equipment in accordance with state and local law and guidelines governing procurement.

Develops bid specifications, requests for proposals/qualifications, bid reviews, and related duties, and researches supplementary funding possibilities for departmental programs, including federal and state grants. Updates DPW specifications, health and safety plan, water/wastewater and other ordinances to ensure they are up to date.

EDUCATION AND EXPERIENCE

Must hold an undergraduate degree in civil engineering, public or business administration or related field. Certification as a Professional Engineer (P.E.) and/or Masters Degree in either Public or Business Administration, or in Engineering Management is preferred. Ten years of responsible experience in public works or a related field required.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the technical aspects of the various programs associated with the Department of Public Works.

Thorough knowledge of construction contract administration and estimating of cost of construction work.

Thorough knowledge of the principles of financial and personnel management.

Thorough knowledge of the principles and practices of civil engineering.

Considerable knowledge of technical matters such as drainage, street construction and rehabilitation, water system transmission and distribution, wastewater collection system maintenance and treatment plant operations, and solid waste disposal options.

Ability to plan, organize, direct, coordinate, and evaluate work of employees completing programs in the department.

Ability to analyze and recommend solutions to complex, multidimensional problems.

Ability to conduct studies, write in-depth technical reports.

Ability to communicate effectively and politely both orally and in writing, and to make effective public presentations in potentially adversarial circumstances.

Ability to establish and maintain effective working relationships with citizen boards and commissions, employees, and the public.

Must be in sound physical condition, able to work long hours, sometimes under adverse weather circumstances and in times of community-wide emergencies, and must be able to respond to work at unusual hours to deal with these situations.