

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

FLSA Designation: Full-time, Exempt Position

Job Classification: Grade 24

Nature and Scope of Position

To direct and oversee the Town's Public Works Departments, including highway, water, wastewater and solid waste divisions.

Supervision Received

The Public Works Director receives direction from and reports directly to the Town Manager.

Supervision Given

Administrative and functional supervision both direct and indirect, 30+ employees in various divisions.

Essential Job Functions

1. Prepare, present and administer annual operating and capital budgets for all of the divisions within the Department of Public Works.
2. Project and plan for the short and long-term development and maintenance needs of the Town as it relates to the divisions of the Public Works Department.
3. Direct all operations of the Department of Public Works with specific reference to budget, development and maintenance operations, planning, construction, and personnel.
4. Develop and modify services and systems in accordance with Town needs and resources, as well as remain well informed and be familiar and compliant with government regulations pertaining to departmental operations.
5. Annually review fee for service systems to insure adequate revenue streams to support enterprise operations (water, sewer and solid waste programs) and supervise the billings thereof
6. Keep other leadership apprised of developments or events effecting their departments, budgets or operations.
7. Provide direct supervision over support staff including divisional leadership and indirectly remaining division employees.
8. Meet and confer regularly with divisional leadership and staff to plan, coordinate and execute activities/projects, assign and review work:, resolve problems, assist with difficult or unusual situations and budgets.
9. Oversee overall staffing needs and master work schedules.
10. Approve payroll including overtime.
11. Oversee planning tasks: efficiently meet current maintenance demands, daily operations, and future needs of the community including planning for future facility upgrades and regulatory requirements/compliance.
12. Design and coordination of emergency procedures including but not limited to snow removal.

13. Monitor all public works operations on a regular basis addressing problems that arise.
14. Oversee all major construction/repair projects, including design, construction documents, contract management, monitoring of work done by outside contractors, inspections and pay requisitions.
15. Work cooperatively with and serve as Town's liaison with the various local, State and Federal governmental agencies involved in the regulation of water, sewer and other construction activities.
16. Serve as liaison with the State Highway Department in coordinating highway maintenance and construction efforts.
17. Keep up-to-date on, and advise Town leadership on the implications of new regulatory and technological developments in the field.
18. Ensure compliance with all applicable local, state and federal requirements applicable to each division.
19. Confer regularly with the Town Manager and other Town leadership to plan, coordinate and evaluate activities/systems, exchange information, and investigate and resolve problems.
20. The Public Works Director shall, from time to time, serve on one or more Town committees.
21. Communicate regularly with Town residents regarding questions, concerns or complaints related to public works operations.
22. Oversee the development and administration of appropriate record keeping systems for all public works departments.
23. Prepare a variety of administrative/operations reports.

Requirements of Work

Broad base of technical knowledge and skills related to public works operations, including good understanding of regulatory processes and requirements. Excellent planning, organizational, administrative, personnel and budget management skills. Ability to deal effectively with a wide range of individuals/ organizations inside and outside of Town government, including elected officials, the public and government regulatory agencies.

Position requires regular access to reliable means of transportation throughout the year in all seasons and weather. The position has normal vision requirements in order to operate a computer. Position requires being able to read and write. Must be able to lift a minimum of 30 pounds.

The nature of this position requires extended hours of work in order to meet deadlines and seasonal workloads. Periodically, the Public Works Director will be required to attend meetings with other Town officials which may be held during evening hours, weekends or holidays throughout all seasons of the year. Occasional overnight travel to attend training programs may also be required.

Required Training, Experience, Knowledge, Skills, and Abilities

Must possess a minimum of a bachelor's degree in engineering or a related field, and 10 years of progressive managerial or supervisory experience including at least five years in municipal or public works operations and maintenance, or a combination of education and experience from

which comparable knowledge and skills are acquired. Valid passenger vehicle operator's license required.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any given time.

This job description is neither an employment contract nor a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Hartford is an Equal Employment Opportunity employer.

