

TOWN OF WINSLOW, MAINE
Position Description

PUBLIC WORKS DIRECTOR

DISTINGUISHING FEATURES OF WORK

This is responsible administrative and technical work as director of the municipal public works department.

The employee of this class is responsible for organizing, directing and coordinating the activities of several units of the department engaged in the maintenance, repair and construction of town streets, sewer and storm water systems, sidewalks and ditches, the disposal of refuse and recyclables, and snow and ice removal. The employee is responsible for determining departmental policies, planning long-term programs, and making difficult administrative and personnel decisions. Work is performed under the general supervision of the Town Manager and is reviewed for consistency with town policy and for results obtained.

EXAMPLES OF WORK (Illustrative only)

- ◆ Directs subordinate employees engaged in project work involving streets, sidewalks, storm drains and sewer systems, road repair and resurfacing, erection of signs, solid waste disposal, and snow and ice control.
- ◆ Prepares and maintains annual public works scheduling, and personnel management.
- ◆ Confers with and advises subordinates on technical and administrative problems.
- ◆ Prepares bids, specifications, and is responsible for maintaining an inventory of equipment and purchasing town public works equipment.
- ◆ Administers contractual work.
- ◆ Supervises the conduct of a variety of projects, studies, and activities of the public works program.
- ◆ Ensures compliance with local, state, and federal regulations.
- ◆ Relieves subordinate supervisors during prolonged storm or emergency management operations.
- ◆ Confers with the Town Manager on matters concerning departmental activities.
- ◆ Performs related duties as required.

REQUIREMENTS OF WORK

- ◆ Extensive knowledge of the modern principles and practices of public works administration as applied to the construction and maintenance of streets, storm water and sewer systems,, refuse disposal, traffic control, and subdivision planning and inspection.
- ◆ Extensive knowledge of and ability to apply the principles and practices of organization management, and personnel and financial administration in the operation of the department.
- ◆ Ability to organize, plan, direct, and coordinate the activities of several units of the department.
- ◆ Ability to develop effective programs and methods and to make sound decisions of matters of operating policy.
- ◆ Ability to establish and maintain effective relationships with subordinate employees, other town officials, and the general public.
- ◆ Ability to develop and monitor contractual services.
- ◆ Ability to present facts effectively in oral and written form.
- ◆ Ability to utilize relevant public works administration computer software and programs.
- ◆ Ability to understand engineered drawings, plans, profiles, etc.
- ◆ Performs related duties as required.

DESIRABLE TRAINING AND EXPERIENCE

Considerable administrative experience in the construction and construction operation field supplemented by BA, BS in municipal finance, public works administration, engineering, or an equivalent combination of experience and training.