

TOWN OF STOWE, VERMONT

JOB DESCRIPTION

JOB TITLE: DIRECTOR, PUBLIC WORKS
SUPERVISOR: Town Manager

Grade 21

PURPOSE OF JOB

The purpose of this job is to plan, direct, and oversee operations of the Highway Department, Water Department, and Wastewater Department. Also takes a lead role in planning and implementing capital infrastructure and building projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and selects new employees; coordinates staff training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departments are in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Town Manager to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides assistance to Manager as needed; prepares and presents staff reports and makes presentations to Selectboard.

Directs and provides support for the operations of the Highway Department, Water Department and Waste Water Department, including construction, operations and maintenance of road, bridges and sidewalks, Water Plant and Waste Water Plant and facilities.

Develops and implements long and short term plans, goals, and objectives for the department; evaluates needs for long-range programs to enhance preservation of the infrastructure assets under management, and develops such programs; evaluates efficiency and effectiveness of department operations, methods, and use of resources, and implements improvements as needed.

Develops, recommends, updates, and implements departmental procedures.

Develops, recommends, and administers department budgets; supervises and participates in development of project budgets, and overall department budget; develops forecasts of funding required for staffing, equipment, materials, and supplies; monitors expenditures to ensure compliance with approved budget; implements mid-year budgetary adjustments as needed.

Attends meetings, serves on committees and advisory boards, and makes presentations as needed; meets with other department staff, Town Manager, contractors, developers, outside agencies, citizens, and other members of the

community regarding highway, water, waste water and facilities development, or other issues; speaks to various groups on a variety of highway, water and wastewater related issues.

Responds to questions and complaints from citizens, developers, and staff regarding highway, water, waste water and - capital issues and policies; provides information, researches problems, and initiates resolution of problems/complaints.

Develops or works with consultants in developing permit applications as it pertains to municipal infrastructure and capital projects. Including, but not limited to local permits, Act 250 Permits, storm water permits, and water / sewer permits.

Develops grant applications and ensures grant compliance as it pertains to municipal infrastructure and capital projects,

Coordinates selection and supervision of outside contractors and consultants; oversees conflict resolution, monitoring of work activities, resolution of construction design problems, and site visits.

Coordinates department projects and activities with department staff, consultants, outside agencies, or others as needed.

Performs administrative tasks; conducts performance evaluations of highway, water and waste water staff; reviews/approves payroll documents and leave requests; reviews/approves invoices and payment requests.

Prepares or completes various forms, reports, correspondence, performance evaluations, budget documents, executive summaries.

Receives various forms, reports, correspondence, budget reports, invoices, performance evaluations, payroll documents, job applications, contracts, construction plans, technical reports, consultant reports/studies, maps, specifications, standards, laws, codes, standards, policies, procedures, law books, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, two-way radio, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, or other computer programs.

Communicates with Town staff, other departments, employees, attorneys, consultants, contractors, developers, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new technologies, methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Serves as member of the Technical review committee to assist the Zoning Department with community wide project impacts.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil engineering, or closely related field, supplemented by five (5) years of progressive responsibilities. Knowledge in civil engineering, road maintenance, stormwater system design, Waste Water facilities, Water facilities and distribution systems, building, -permitting, long range planning, project management, budget administration, personnel management, and general management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess or be able to obtain a valid State of Vermont driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, temperature extremes, traffic hazards, or bright/dim light.