

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Director of Public Works

CLASSIFICATION: Exempt - Labor Grade 28

Job Description: Performs highly responsible administrative and professional field duties associated with the operations and leadership of a municipal Public Works Department which includes highways, streets and drains; solid waste disposal and recycling; stormwater program; Town pool and facilities; recreation; equipment maintenance; buildings, parks, and cemeteries; street lighting; and engineering.

Accountability: Works under the general administrative supervision of, and is accountable to, the Town Administrator.

Equipment Used: Telephone, computer, calculator, copy and fax machines, radio, motor vehicles, engineering field equipment (i.e., transoms, etc.).

Environment: Inside: 60 % Outside: 40 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Administers, and exercises management and operational control over highways; streets and drains; engineering; recycling and solid waste disposal; Town pool and facilities; recreation; Town buildings; parks and cemeteries; stormwater, etc..
2. Provides professional & technical support to the Board of Selectmen, other Boards and staff.
3. Attends to many items simultaneously and/or in sequence.
4. Works as an effective member of the senior administrative staff of the Town.
5. Confers frequently with subordinates in initiating work, assessing work progress, inspecting field progress, and resolving work problems of an administrative and professional nature.
6. Approves bid recommendations of staff.
7. Organizes, directs, and controls all resources of the Public Works Department at a level consistent with budget.
8. Develops, presents and, after approval, administers departmental budget.
9. Administers the personnel policies of the Town as stated in the employee manual which includes specifically the hiring of personnel, staff development, compensation adjustments, employee termination, safety program, and the drug/alcohol policy.
10. Establishes and maintains an effective customer relations program, working harmoniously with the public, public agencies and their staff, the media, and private organizations.

11. In conjunction with DPW supervisors, plans and organizes to meet long and short term needs of departments and the Town through development and administration of a capital improvement program for streets, roads, properties, and budgets for same.
12. Prepares top-level reports, as required, to provide a detailed record of operations, the progress of work, the schedule of proposed work, and accomplishments.
13. Monitors trends and makes recommendations regarding policies, procedures, operations and administration of the various departments included within the Department of Public Works.
14. Serves as liaison between public works functions and the Town Administrator.
15. Is responsible for the maintenance for all Town buildings and approves contracts for same from approved budget.
16. Implements policies and goals established by the Board of Selectmen.
17. Attends Selectmen's Meetings, Committee Meetings and Public Hearings as required, including the annual Town meeting, and is prepared to speak on any departmental issue.
18. Performs all other duties as assigned.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Occasionally required.

LIFT 26 to 50 lbs.: Occasionally required.

LIFT over 50 lbs.: Occasionally required.
Assistance may be available

Twisting: Frequently required.

Bending: Frequently required.

Crawling: Rarely required.

Squatting: Occasionally required.

Kneeling: Rarely required

CARRY up to 10 lbs.: Frequently required.

CARRY 11 to 25 lbs.: Occasionally required.

CARRY 26 to 50 lbs.: Occasionally required

CARRY over 50 lbs.: Occasionally required.
Assistance may be available.

Crouching: Rarely required.

Climbing: Occasionally required.

Balancing: Not required

REACH above shoulder height: Occasionally required

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

WORK SURFACE(S)

Standard office desk and chair. Equipment cabs, construction sites, concrete floor, wet, slippery and rough terrain, and asphalt surfaces.

PUSH/PULL: Frequently required.

HAND MANIPULATION

DURING AN 8-HOUR DAY,
EMPLOYEE IS REQUIRED TO:

			<u>Consecutive Hours</u>	<u>Total Hours</u>
<u>Grasping:</u>	Frequently required.			
<u>Handling:</u>	Frequently required	Sit	<input checked="" type="checkbox"/> 2 3 4 5 6 7 8	1 <input checked="" type="checkbox"/> 4 5 6 7 8
<u>Torquing:</u>	Occasionally required.	Stand	<input checked="" type="checkbox"/> 2 3 4 5 6 7 8	1 <input checked="" type="checkbox"/> 4 5 6 7 8
<u>Fingering:</u>	Frequently required.	Walk	<input checked="" type="checkbox"/> 2 3 4 5 6 7 8	1 <input checked="" type="checkbox"/> 4 5 6 7 8

Controls and Equipment: Telephone, radio, calculator, copy and fax machines, computer and field survey equipment.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for doing job effectively and correctly.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Occasionally may need to detect odors that indicate presence of harmful gases, incorrect operation of equipment, etc.

Specific Vocational Preparation Requirement(s):

- | | |
|---|--|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input checked="" type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements:

Valid Driver's License. Professional Engineer certification desirable.

Other Training, Skills and Experience Requirements:

Graduation from an accredited college or university with major study in civil engineering preferred.

At least 8 years of experience to include increasing administrative experience in Grant writing, proposal development, plan/project review, etc. and at least 4 or more years of experience in a supervisory capacity, in highway, utility construction, and maintenance work supplemented by continuing technical study in management or related field; knowledge of the skills, methods, tools, equipment and materials used in construction; maintenance and repair of utilities, streets, sidewalks, curbs and related structures.

Other Training, Skills and Experience Requirements (cont'd)

Knowledge of engineering principles as they relate to street and highway construction, and grounds maintenance.

Demonstrated oral and written communication skill;

OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Summary of Occupational Exposures:

May be exposed to chemicals associated with pool treatment; herbicides; fertilizers; etc.

May be exposed to cleaning solutions and copy machine toner.

Other Considerations and Requirements:

- ❖ This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public.
- ❖ Work in severe climatic conditions of heat, wind, cold, wet, snow and ice.
- ❖ Position and activities may also be governed by certain State laws.
- ❖ Incumbent serves at the pleasure of the Board of Selectmen.