



JOB DESCRIPTION

Job Title: Public Works Director **Reports to:** Town Manager

Prepared by: Julie L. Powers **Approved by:** Town Manager

Date Approved: February 1, 2008 **Last Revision Date:** January 9, 2008

SUMMARY

The Public Works Director plans, organizes, directs, and integrates public works and utilities activities and functions; provides professional assistance to management in areas of expertise including municipal water, street and sidewalk maintenance, and parks and recreation maintenance; and oversees operation of water, streets, sanitation, parks, and municipal buildings. Takes direction primarily from and reports to the Town Manager. It requires the ability to sit at a workstation for extended periods, frequently stand and walk, to serve the public, climb stairs, steep steps, tank walls, and ladders with minimum protection, working outdoors in sometimes adverse conditions, and lift up to 100 lbs.

PRIMARY RESPONSIBILITIES

1. Supervises Water, Streets, and Parks Division staff.
2. Establishes priorities of each division of the Public Works Department.
3. Reviews and approves all Department budgets to be forwarded to the Town Manager.
4. Monitors Department expenditures through review of monthly financial statements.
5. Verifies reports submitted by Division staff.
6. Administers personnel actions.
7. Coordinates and/or develops and implements staff training procedures/programs.
8. Coordinates and conducts monthly safety meetings for departments.
9. Attends Council meetings and related committee meetings and staff meetings.
10. Educates and monitors compliance with OSHA standards.
11. Educates employees on MSDS requirements.
12. Maintains operation of all water treatment systems in accordance with Local, State, and Federal standards.
13. Develops positive working relationships with contractors and vendors.
14. Represents the Town of Milton at relevant workshops, conferences, and events.
15. Supervises the non-major repair and maintenance of municipal building and properties, municipal water lines, streets, and street signs.
16. Approves the adequacy of water line connections made by private individuals and contractors.
17. Coordinates major contracted services with Town Engineer and oversees the construction.
18. Oversees contracted sanitation services.

19. Ensures daily testing of Water Systems occurs and adjusts chemicals in compliance with EPA and State Standards.
20. Compiles daily, monthly, and yearly Water Usage reports for DNREC and the Delaware River Basin Authority.
21. Prepares monthly reports to Council.
22. Responds to all inquiries in a courteous manner, providing information within the scope of knowledge and authority.
23. Files and maintains records in an orderly fashion.
24. Analyzes data to determine answers to questions from customers or members of the public.
25. Adheres to all town policies, procedures, and ordinances and Town Charter.
26. Other related duties as assigned by Town Manager.

ADDITIONAL RESPONSIBILITIES

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any town department as required or assigned.

EDUCATION/QUALIFICATIONS

Position requires a high school diploma or equivalent education, college degree preferred; Valid driver's license and auto insurance (CDL, Class B license preferred or must be obtained within 90 days of employment); Reliable transportation. Minimum of five (5) years full-time paid work experience in Water Treatment; Water Operator License with endorsements in Chlorination and Fluoridation. Minimum of five (5) years supervisory experience; Experience in staff training and procedural manual development. After employment must maintain licensing by acquiring twenty (20) credit hours in Water Licensing every two (2) years.

KNOWLEDGE AND SKILLS

Must quickly acquire considerable knowledge of the town's functions, procedures, purpose, and applicable ordinances and have some experience with computers. Position requires extensive knowledge of the operation and maintenance of water systems; knowledge of hiring practices, employee rights, and labor laws; skills necessary to ensure the adequate repair and maintenance of diverse types of equipment as well as municipal buildings; basic knowledge of electricity; proper use of hand and power tools; general knowledge of microbiology; ability to operate backhoe, mowers, tractors, pickups, dump truck, etc.; practice and promote safe work habits; ability to maintain effective working relationships with other employees and with the public; effective communication skills; ability to use good judgment in the completion of a variety of work situations; and plan work to meet deadlines. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*