

Town of Old Saybrook, Connecticut Position Description

Title: Director of Public Works
Department: Public Works
Date: October 2023 **Salary range:** \$93,144 to \$100,988

Purpose of Position

The purpose of this position is to develop the public works policy in the planning, design, construction and maintenance of a variety of public works projects, to oversee the inspection of roadway construction projects and to manage and maintain the Towns infrastructure systems, facilities and Department of Public Works (“DPW”) fleet management. Supervises and directs DPW and Transfer Station Departments.

The work is performed under the direction of the First Selectman.

Supervises all DPW and Transfer Station employees, assigns work to Crew Leaders.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs, and coordinates the Highway and Transfer Station department personnel; recommends hiring selections, provides instruction and training; plans, coordinates assign and reviews work; allocates personnel and maintains standards.
- Follows standard safety procedures and regulations.
- Approves work, time and materials records for seasonal maintenance operations, repair and reconstruction of roads; laying and repair of drainage pipe; construction, repair and cleaning of catch basins; street sweeping; road grading; and general care of town roads. Supervises repair and maintenance of equipment. Supervises the maintenance and repair of town facilities, including minor new construction.
- Prepares the annual department budgets and presents budget requests before the Board of Selectman and Board of Finance. Manages and controls the expenditure of department fund allocations with the constraints of approved operating and capital budgets.
- Directs the department’s purchasing activities including the preparation of specifications for equipment and materials. Negotiates contracts with individuals and businesses providing goods and services to the Town.
- Develops and coordinates capital planning and long-range planning with budgeting and time scheduling constraints.
- Plans, recommends, directs and manages and oversees a variety of roadway related construction and infrastructure projects. Confers with the Town Engineer in the planning, design and preparation of plans and specifications for public work projects. Coordinates projects with other departments and utilities.

- Oversees fleet of department vehicles and machinery. Plans and organizes departmental needs. Secures adequate funding for replacements. Ensures departmental operations are not compromised by outdated vehicles, machinery, tools or equipment.
- Manages town garage fuel station operations including key fob maintenance.
- Manages snow and ice removal operations and other emergency operations.
- Coordinates with the Tree Warden over tree work done by DPW.
- Ensure all permits are current for the Transfer Station
- Advises the First Selectman on project priorities and recommends the selection of professional vendor services for special projects and directs the supervision of these projects.
- Prepares reports for presentation to various boards or commissions as needed.
- Responds to inquiries and complaints from citizens and the public. Confers with the First Selectman and other Town officials to provide information and to resolve problems. Directs the investigation and disposition of complaints.
- Develops and maintains computer databases for public works programs, projects and fleet maintenance.
- Confers with federal, state and other municipalities regarding intergovernmental projects, programs and problems regarding public works subjects.
- Maintains availability to respond to emergencies after hours and on weekends.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Graduation from a High School or Technical School. Six years of progressively responsible experience in highway maintenance or construction work, including a minimum of three (3) years in a supervisory role or any combination of education and experience that provides equivalent knowledge, skills and abilities. Candidate must possess a Connecticut CDL license.

Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as environmental impact statements, water test results, studies, time sheets, specifications and plans, cost estimates, regulations, maps, manuals, standards, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the First Selectman and all division personnel, other Town departments, engineers, developers, home and business owners, commission/board members, state and federal agencies and the public.

- Requires proficiency in a variety of standard computer software and systems including Microsoft Word, Excel, Access, PowerPoint, Outlook and municipal accounting systems.

Mathematical Ability

Requires the ability to perform mathematical operations involving addition, subtraction, multiplication, division; calculate percentages, fractions, and decimals.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements.
- Tasks involve the ability to exert physical effort and lift 25 to 50 pounds, typically involving some combination of stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and pulling objects and materials of moderate weight, up to twenty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a moderate risk of injury.

The Town of Old Saybrook is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SALARY/HOURS: This is a 40 hour per week, full-time position. It is a Supervisor position under the collective bargaining agreement between the Town of Old Saybrook and Local 818 of Council #4 (AFSCME).