



**TOWN OF COLCHESTER
PUBLIC WORKS DEPARTMENT**

POSITION ANNOUNCEMENT

Job Title: Director of Public Works

Salary: \$115,000 - \$140,000

**Full-Time: Monday-Friday, 8:00 a.m. – 4:30 p.m.
(40 hours/week, 30 min lunch)**

Closing Date: Open until filled

Job duties include: Responsible to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge, and storm water construction, maintenance and repair; snow and ice control; transfer station management; vehicle and equipment maintenance; maintenance of all public grounds and buildings, including buildings under the operation of the Board of Education. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Required Education & Experience: The qualifications required would generally be acquired with a Bachelor's or Master's Degree in Civil Engineering or Management, or the equivalent combination of education and training. Four years of supervisory and engineering experience, specifically as it relates to public works operations. CT Driver's License with an acceptable driving record. Strong knowledge of the modern principles and practices of civil engineering and public works operations as applied to the development and maintenance of streets, water and sewer operations, and other public works functions. Practical, working knowledge of the principles and practices of organization, supervision and finance administration in the operation of a public works department. Thorough knowledge of OSHA Regulations as they apply to public works and utilities. Considerable knowledge of the principles and practices of construction techniques, architectural, and engineering principles and maintenance requirements, as related to the design, management and maintenance of public buildings and facilities. Must have working knowledge of labor relations practices and procedures. Strong personnel management skills. Ability to plan, organize, assign, supervise and inspect the work of both civil engineers, consultants, contractors and sub-professional, technical subordinates and employees. Ability to establish and maintain effective working relationships with engineers, contractors, and other public officials; able to interact effectively with staff, officials, and members of the public.

All applicants must submit a completed Town of Colchester Employment application (available at www.colchesterct.gov), resume and cover letter to First Selectman, 127 Norwich Ave, Suite 201, Colchester, CT 06415 or by email to HR@colchesterct.gov



JOB DESCRIPTION

Job Title: Director of Public Works

Department: Public Works

Classification: Full-time; exempt; salary

Reports to: First Selectman & Superintendent

Supervises: Oversees all departments that encompass public works (Fleet Maintenance, Highway, Sewer and Water, Grounds Maintenance, Facilities and Transfer Station)

Non-Union

SUMMARY

Responsible to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge, and storm water construction, maintenance and repair; snow and ice control; transfer station management; vehicle and equipment maintenance; maintenance of all public grounds and buildings, including buildings under the operation of the Board of Education. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- The qualifications required would generally be acquired with a Bachelor's or Master's Degree in Civil Engineering or Management, or the equivalent combination of education and training
- Four years of supervisory and engineering experience, specifically as it relates to public works operations
- CT Driver's License with an acceptable driving record
- Strong knowledge of the modern principles and practices of civil engineering and public works operations as applied to the development and maintenance of streets, water and sewer operations, and other public works functions
- Practical, working knowledge of the principles and practices of organization, supervision and finance administration in the operation of a public works department
- Thorough knowledge of OSHA Regulations as they apply to public works and utilities
- Considerable knowledge of the principles and practices of construction techniques, architectural, and engineering principles and maintenance requirements, as related to the design, management and maintenance of public buildings and facilities
- Must have working knowledge of labor relations practices and procedures
- Strong personnel management skills
- Ability to plan, organize, assign, supervise and inspect the work of both civil engineers, consultants, contractors and sub-professional, technical subordinates and employees
- Ability to establish and maintain effective working relationships with engineers, contractors, and other public officials; able to interact effectively with staff, officials, and members of the public



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- Ability to make knowledgeable evaluations of a public works program and to prepare complete and accurate research and operational reports as required and assist the First Selectman and or the Sewer and Water Commission when applicable

PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to independently operate a motor vehicle for the purpose of attending job related functions. Ability to be stationary for extended periods of time and to perform tasks commonly found in an office environment such as talking on the telephone, reading documentation both in hard copy and on computer, writing, computer data entry, filing, faxing, copying etc.

MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to plan, direct, coordinate, and manage multiple priorities under sometimes severe time constraints. Able to endure significant stress and interruption. Ability to focus, problem solve and communicate effectively in written and verbal contexts.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Review, plan, recommend, and supervise repairs of roads, bridges, sidewalks and drainage lines as needed.
- Plans, directs, coordinates construction, inspection, and maintenance of roads, bridges, storm water, structures, and other Town properties.
- Inspects, along with the Town Engineer, roads and drainage systems for compliance with requirements governing subdivisions.
- Organizes and implements duties, or performs as part of a team, in responding to natural or man-made emergencies; including snow and ice control.
- Administers and directs transfer station operations, including hauling and disposal contracts; oversees and coordinates the town recycling program, as designated Recycling Coordinator; completes revenue and tonnage reports for transfer station; and complies with State reporting requirements.
- Administers and directs the preventative maintenance programs for all Town vehicles and equipment.
- Prepares specifications for the procurement of materials, contractor and consultant services and prepares cost projections for all public work projects.
- Investigates citizen/staff complaints and oversees corrective action as appropriate.



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- Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Review and enforce DEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.
- Works with Town Engineer to design and layout projects that are done by town employees; oversee and inspects projects completed by outside contractors.
- Consults with and advises the Superintendent of Schools and First Selectman on issues and policies pertaining to school operations, public facilities and grounds.
- Carries out Capital Plan Program for Town and Public Schools as relates to buildings, grounds and pertinent facilities.
- Prepares operating and capital budget recommendations for public building design, construction, renovation, repair and maintenance, and manages all public building activities and projects funded via the Capital Plan and Program of the Town and Public Schools.
- Develops bids specifications and recommends contractual agreements for architects, engineers, constructions managers, general contractors, and others involved with public building projects.
- Works with architects, engineers, contractors and Town and Public-School officials to review and resolve problems associated with building and ground maintenance or construction projects.
- Oversees the scheduling of preventative maintenance and repair work to all Town and Public-School buildings and grounds, as well as the coordination of all operational maintenance, repairs and alterations, including, but not limited to, heating, ventilating, and air conditioning and power operation.
- Directs the planning, design constructions, inspection, maintenance and improvement of all grounds/property of the Town. Manages all aspects of the athletic grounds and field maintenance to provide a safe environment for athletic teams practice and competition, and for school physical education classes.
- Periodically monitor and review the operations of the Department for the purpose of evaluating effectiveness of operations, policies and practices. Identify problems, troubleshoot and take corrective action. Recommend ways and means of improving services.
- Works closely with the Director of Operations, Facilities Manager and Grounds Maintenance Crew Leader to recruit, screen, hire, and train all maintenance personnel.
- Consults with Town Engineer on special technical engineering problems.
- Assists subordinate supervisors as needed.



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- Coordinates all public works activities with other Town departments and other local and State governing agencies.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
- Prepares and administers operating budget for department; presents budget to the First Selectman, Board of Selectman, Board of Finance, and the Sewer and Water Commission.
- Submits oral and written reports to Town officials as needed.
- When necessary, attends Board of Selectmen, Board of Finance, and other Board or Commission meetings. Provides written and oral reports, as required, to a variety of individuals, boards and commissions and attends meetings as requested.
- Administers drug and alcohol testing program in collaboration with the Human resources Director.
- Perform related work as required by the Superintendent of Schools and First Selectman.
- Comply with Town of Colchester Personnel Policies.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday – Friday, 8:00 a.m. – 4:30 p.m.(primarily), with occasional night board/commission meetings.

Employee Signature

Date