



## **POSITION AVAILABLE**

### **Public Works Department – Director of Operations**

#### **Public Works Department Town of Colchester**

**Responsibilities** – The Town of Colchester is seeking a full-time Director of Operations for the Public Works Department. The selected individual will be directly responsible for scheduling, supervision of and participate in snow and ice control activities; supervise in all phases of maintenance and improvements on Town roads and facilities during normal operating hours and overtime as necessary, in order to address natural or man-made emergencies. Prepare procedures, policies and training programs for highway, fleet, transfer station and grounds maintenance employees. Handle all matters concerning highway, fleet maintenance, and transfer station employees including, but not limited to, directing work, scheduling, evaluations and disciplinary action. On call for emergencies regarding Town of Colchester public highways, parks, and buildings and other infrastructure. Preparation of the annual budgets, administration of budgeted funds along with checking invoices and prepare requisitions for payment. Tree Warden Certification is preferred.

The selected individual must possess a valid Connecticut Class A operator's license, have passed CDL testing, and possess supervisory skills. Not less than four (4) years supervisory employment in the construction and maintenance field or an allied field is required. The selected individual will report to the Director of Public Works and administratively to the First Selectman.

Anticipated Hiring Salary Range \$88,000 to \$96,252 annually per Bargaining Agreement.

Reference is made to the job description of the position for more detailed information.

**Closing Date** – Qualified individuals should submit a completed Town of Colchester application with a resume to the First Selectman's office, 127 Norwich Avenue, Colchester, Connecticut 06415 by Thursday, January 28, 2021 at 4:30 p.m. Requests for job descriptions can be made at the Selectman's office or is available on-line at [www.colchesterct.gov](http://www.colchesterct.gov) . The Town of Colchester is an Equal Opportunity Employer.

Posted: January 7, 2021



## **Town of Colchester Job Description**

### **Public Works Director of Operations**

#### ***GENERAL STATEMENT OF DUTIES***

Directly supervise and oversee the operations of the highway, transfers station, and fleet maintenance and grounds divisions of the Department of Public Works on a day-to-day basis.

Oversee maintenance of and improvement to Town of Colchester public roads, including scheduling snow removal and winter road maintenance. Operate a variety of motorized and mechanical equipment and perform a wide variety of highly skilled labor tasks to carry out duty of maintaining and improving Town of Colchester public roads. Prepare procedures, policies and training programs for highway, fleet, and transfer station and grounds maintenance employees. On call for emergencies regarding Town of Colchester public highways, parks, and buildings.

#### ***WORK SCHEDULE***

As defined in the Town Administrators union contract.

#### ***SUPERVISOR***

Work under the supervision of the Public Works Director and administrative supervision of the First Selectman.

#### ***SUPERVISION EXERCISED***

Supervise the Highway, Transfer Station, Ground Maintenance and Fleet Maintenance staff.

#### ***ESSENTIAL DUTIES***

1. Prepare annual budgets. Check invoices and prepare requisitions for payment.
2. Handle all matters concerning highway, fleet maintenance, and transfer station employees including, but not limited to, directing work, scheduling, evaluations and disciplinary action. May be expanded to include grounds maintenance employees.
3. Supervise work crews to carry out specific assignments.
4. Handle concerns and complaints from the public regarding Town operations. Report to the Public Works Director and Boards/Commissions as necessary regarding town operations, expenditures and needs.
5. Responsible for all road emergency situations.
6. May operate, or train others to operate, light and heavy duty vehicles, such as for plowing and hauling construction materials and supplies.
7. May operate, or train others to operate, heavy equipment, such as a sweeper, front payload, backhoe, road grader, road mower, bucket truck, bulldozer, and/or 20-ton tag-along trailer.
8. May operate, or train others to operate, light equipment, such as a chain saw, brush cutter, jack hammer, paving box power saw, lawn mower, roller, and/or line stripping machine.
9. May perform, or train others to perform, highly skilled labor, such as building catch basins, pipe laying, grade setting, transit and/or tree work.
10. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights and antifreeze, and wash and clean equipment.
11. Perform related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. A general knowledge of vehicles, tools, equipment, materials, methods and practices used in the general maintenance and improvement of public highways, transfer station facilities, and vehicle maintenance.
2. Ability to operate, service and make minor repairs on light to heavy-duty highway and construction equipment.
3. Ability to assign, supervise, direct and review the work employees.
4. Ability to read and interpret blueprints.
5. Ability to work effectively with others.

**EDUCATION AND EXPERIENCE**

1. Possession of a valid Class A operator's license and have passed CDL testing.
2. Not less than four (4) years employment in the construction and maintenance field or an allied field.
3. Must be able to perform essential functions of the job with or without reasonable accommodations.
4. A physical and medical examination is a condition of employment after hire.
5. High school diploma or equivalency.

**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 both OSHA and Town of Colchester safety policies.

*This description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; salary; non-exempt*