

## **DIRECTOR OF PUBLIC WORKS**

Grade 25, Exempt

### **GENERAL:**

Performs complex professional and difficult administrative work overseeing the road maintenance, storm drainage, equipment maintenance, solid waste collection and disposal, water supply and distribution systems; and all of the Town's public facilities; does related work as required. Work is performed under the supervision of the Town Manager. Supervision is exercised over all department personnel. Direction and management of subcontractors engaged in the performance of public works functions is exercised.

### **CONDITIONS OF WORK:**

This is partially sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arm's length, operation of machine, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Plans, organizes and directs the operation of the Public Works Department  
Establishes and implements operating policies and procedures;  
Prepares and manages departmental budgets, and expenditures;  
Coordinates work with other departments and the Town Manager;  
Prepares bid packages for construction and support service contracts - participates in selection process;  
Ensures projects comply with specifications and schedules;  
Manages departmental inventories and purchasing;  
Prepares a variety of correspondence relating to department operations;  
Reviews subdivision plans and plats as the designated Roads Engineer;  
Provides technical and administrative support as required;  
Manages assigned personnel;  
Evaluates employee performance and takes disciplinary action if required,  
Selects new employees subject to Town Manager's approval;  
Receives citizen inquiries or complaints and handles appropriately;  
Attends Committee and Council meetings as required;  
Acts as Town liaison for other agencies and organizations as appropriate;  
Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the practices of civil engineering, comprehensive knowledge of municipal public works administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities: ability to formulate comprehensive operational policies and procedures: ability to prepare technical reports: ability to supervise the work of a staff; ability to establish and maintain effective working relationships with Town officials, other public officials, associates, contractors and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering or related field and extensive experience in a responsible position in the public works field.

### **SPECIAL REQUIREMENTS:**

Possession of a driver's license valid in the Commonwealth of Virginia. Certificate of Completion of FEMA- NIMS 700, ICS 100, ICS 200, ICS 300, ICS 400, NRP 800.