USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Public Works**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Director of Public Works** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of technical, supervisory and administrative work in direct oversight and control of the Department of Public Works. Responsible for the maintenance of [Town/City] roads, wastewater collection and treatment, refuse disposal and recycling, facility operation and maintenance, vehicle and equipment maintenance and [Town/City] and Board of Education grounds.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all employees of Department of Public Works.

**Examples of Essential Functions:**

# Plans, supervises and evaluates the Department of Public Works operations and employees.

1. Develops policies and procedures for the Department of Public Works as necessary to ensure efficient operation of all Department divisions or implements directives from the [chief administrative/executive officer].
2. Plans, promotes and implements a comprehensive plan to address immediate and long range plans for public works improvements under policies established by [chief administrative/executive officer ] and [legislative body if appropriate].
3. Coordinates the preparation and review of plans, specifications and cost estimates for construction and repair projects; reviews progress of planning and construction to ensure conformity with goals, estimates and timelines.
4. Consults with, and provides administrative and technical direction to, division subordinates; reviews Department performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.
5. Plans, directs and evaluates the internal and contracted activities of Department divisions.
6. Analyzes and recommends improvements to equipment and facilities, as needed; reviews and approves the development of specifications for equipment and vehicle purchases; reviews and approves requirements for contract services prior to seeking bids for proposals.
7. Oversees the Department’s participation in the technical review of land development plans; meets with developers, consultants, attorneys, contractors and other government officials and citizens to assist in resolution of project concerns.
8. Ensures that Department equipment and vehicles are in proper working order and well-maintained.
9. Supervises and coordinates the preparation and presentation of a proposed annual budget for the Department of Public Works; directs the implementation of the adopted budget.
10. Directs and supervises the selection, training, assignment, evaluation and discipline of Department employees; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.
11. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of Department activities and operations.

# Reviews, recommends and implements new and innovative technology relating to the provision of public works services.

1. Prepares, submits and presents narrative and statistical reports to [chief administrative/executive officer]; attends meetings of [insert appropriate committees, commissions and legislative body].
2. Maintains positive working relationships with school officials, community groups and the public regarding program offerings and coordination of services; promptly and cordially responds to civilian inquiries and complaints pertaining to services and facilities.
3. Attends seminars and conferences, and participates in professional and public administration activities to remain current on developments in relevant fields.
4. On call responsibility 24/7 as needed.
5. Emergency response functions 24/7 as needed.
6. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in: Civil Engineering., Public or Business Administration. Master’s Degree in Public or Business Administration preferred.
2. \_\_ years of increasingly responsible experience in municipal public works or professional engineering work, including a minimum of \_\_ years supervisory experience at a unit or division level.
3. Construction management experience.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of civil engineering.
2. Thorough knowledge of principles and practices of public administration.
3. Thorough knowledge of the technical and legal aspects of the various programs associated with the Department of Public Works.
4. Thorough knowledge of construction contract administration and cost estimating.
5. Skill in financial and human capital management.
6. Skill in the use of computers, including [insert software].
7. Ability to plan, direct and evaluate work of departmental programs.
8. Ability to understand and resolve complex engineering problems.
9. Ability to conduct studies and prepare detailed reports, plans and specification, and communicate highly technical engineering information to laymen.
10. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, customers/residents, and the general public.
11. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. State of Connecticut Professional Engineer License [preferred].
2. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to X pounds, and occasionally lift or move up to Y pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.