


JOB DESCRIPTION

Manager – Buildings or Highway or Transfer Station

Date of Last Revision: January, 2021

 WESTERLY Rhode Island	DEPARTMENT	Public Works; Buildings, Highway & Transfer Station		
	REPORTS TO	Assistant Director of PW		
	FLSA STATUS	Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the direction of the Assistant Director of PW, the Manager is responsible for working in conjunction with the administrative team of Public Works to ensure the effective and efficient daily operation of the Highway division, transfer station and town buildings. Incumbents may be assigned to any division of Public Works which includes Building and Grounds Maintenance, Highway and the Transfer Station.

ESSENTIAL JOB FUNCTIONS

- Supervises, mentors, and develops assigned staff in the Department of Public Works.
- Required to be available to work in adverse weather conditions, holidays and all emergency situations.
- Oversees day-to-day operations of the transfer station, highways, or building and ground maintenance, which includes directing the work of all employees engaged in public works activities by evaluating their performance and providing training and development.
- Prepares payroll, reports and maintains records relating to assigned division operations and equipment.
- Ensures safety to the public and personnel on all town property.
- Provides key input in the preparation, administration, implementation, and monitoring of all public works budgets.
- Determines the requirements and specifications for the acquisition of new and replacement equipment for equipment and buildings.
- Supervises and coordinates the operation of solid waste disposal at the transfer station and the maintenance of transfer station equipment as needed.
- Maintains all town buildings by overseeing the daily operations of all town buildings and responsible for responding to problems as they arise.
- Oversees cleaning and sweeping crews and is responsible for all roadway signage/line painting.
- Oversees general public works in the construction and maintenance of various public works projects the town's asphalt and concrete repairs, overlays, curbing, drainage installation, cleaning and sidewalk maintenance, as well as all related Public Works projects.
- Supervises the scale house operations where incoming waste is weighed, fees determined, collected, and deposited, when needed.
- Interacts daily with the general public, various department, transfer station customers, employees, School Department personnel and answers questions and complaints from the public.
- Works with purchasing and internal stakeholders on review of all bids and purchases.

ADDITIONAL JOB FUNCTIONS

- Attends Town Council meetings, staff meetings, safety training, professional development seminars, training, and conferences as required.
- On-call, on a rotation basis, with other Managers of Public Works

- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Operation and management of Public Works.
- All applicable governmental laws and regulations, including Town, State and Environmental.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Be available 24 hours, 7 days a week.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Understand and apply management principles concerning budgeting, personnel costs, and overtime expenses while providing all necessary and proper public works services to the public.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to perform adequate work scheduling, reporting, and other duties.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.
- Minimum of three (3) years of experience in public works infrastructure projects, drainage, concrete, building maintenance, highway and roads maintenance, and construction maintenance.
- Minimum of three (3) years of supervisory experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- Possession of a Valid Driver's license

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.
- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to one hundred (100) pounds.

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

POSITION DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Manager – Buildings or Highway or Transfer Station

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Department Head

Date

Town Manager

Date

Human Resources

Date

--