



## Job Description

### Town of Westerly

Job Title:	Assistant Director of Public Works								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Director of Public Works			Supervision Exercised:			Departmental Staff		
Last Revision:	03/2018								

#### **General Summary:**

This position is responsible for assisting in leading, planning, directing and managing the activities of the Public Works Department. Specifically this position will have operational oversight of one of the main divisions of Public Works, which includes; Engineering, Utilities, and Public Works Operations, and several subdivisions including Sewer, Water, Highways, Transfer Station, and Buildings and Grounds.

#### **Essential Functions:**

1. Directs, manages, leads, coordinates and mentors assigned divisional departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Serves as the principal advisor to the Director of Public Works, Town Manager, Town Council and other city officials regarding assigned public works divisional activities and confers as appropriate regarding Public Works Department policies, programs and activities.
4. Plans, organizes, and provides effective leadership in managing a broad scope of public works programs and operations for the Town.
5. Confers and advises with staff and/or design and construction professionals, relating to the planning, design, construction, operation and maintenance of public works improvements.
6. Develops long-range strategic and master plans for department policies and programs, outlines program objectives, and works with appropriate staff on implementation of plans. Oversees the preparation and implementation of plans for Public Works' municipal projects.
7. Guides and directs a large staff of professional, technical, and administrative support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
8. Directs the preparation of and reviews plans and technical reports, budget estimates, accounting and financial reports, as well as other business and operational records, proposed ordinances, and regulations submitted by staff regarding improved operating methods, and procedures for facilitating the department's business.
9. Collects and analyzes data on metrics within the department.
10. Delivers presentations, prepares reports, and facilitates meetings and responds to difficult citizen inquiries and complaints, and defers to and notifies more senior staff in the most severe cases.

11. Oversees annual departmental budget development and compliance, including planning and administration, and actively participates in long-range budget analysis.
12. Provides and monitors staff development to insure appropriate succession planning within the Department.

**Other Functions:**

1. Attends conferences, seminars, committee meetings as required.
2. Acts as a member of the biweekly management call team for after hour work.
3. Other related duties as assigned.

**Education & Experience:**

Education:

Bachelor's degree in engineering, construction management, business or public administration or closely related field.

Experience:

Four years of professional and increasingly responsible experience in the management and direction of various aspects of municipal Public Works programs, which must include a minimum of three years of supervisory level experience is required. Experience in governmental or public sector Public Works is required. Extensive experience in one of the following areas; building, roadway and public properties maintenance experience and water distribution and wastewater collection systems required.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures as they pertain to governmental public works operations.
- Expert knowledge of modern office practices and procedures and of standard office and accounting equipment and systems.
- Advanced knowledge of a variety of administrative support programs (MUNIS, Ticketing, etc.) that facilitate the efficient operation of public works programs.
- Expert knowledge of the principles and practices of a municipal public works operation.
- Expert knowledge of the approved principles and standard practices of centralized public works program with general knowledge in all areas of the operation (engineering, utilities, and public works operations).

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.

- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing public works issues.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Manage various computer applications including Excel and Word.

**Licenses & Certifications:**

Possess a valid driver's license.

Possess Drinking Water Distribution Class 3 and Water Treatment Class 1 licenses in the states of Connecticut and Rhode Island, or has the ability to obtain said licenses within one year of job appointment (for the Utilities Division assignment).

Possession of the Certified Public Works Manager from the American Public Works Association, or the ability to obtain the certification within one year of job appointment (for the Public Works Operation assignment).

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings will be required.
- A thorough background check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>x</b>		
Walk		<b>x</b>		
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl	<b>x</b>			
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver's license)	<b>x</b>			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds			<b>x</b>		
Up to 25 pounds			<b>x</b>		
Up to 50 pounds		<b>x</b>			
Up to 100 pounds		<b>x</b>			
More than 100 pounds		<b>x</b>			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
<b>x</b>	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts		<b>x</b>			
Work in high places		<b>x</b>			
Risk of electrical shock		<b>x</b>			
Risk of radiation		<b>x</b>			
Work in extreme weather conditions		<b>x</b>			
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals		<b>x</b>			
<i>Special Vision Requirements</i>					
<b>x</b>	Close vision	<b>x</b>	Distance vision		
	Color vision	<b>x</b>	Peripheral vision		
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*