

**HINESBURG
JOB DESCRIPTION
PUBLIC WORKS DIRECTOR**

FLSA Designation: Exempt

Nature and Scope of Position

This is a high-level management position that provides leadership and oversight of two departments: highway and water & wastewater; that combined are responsible for roads, sidewalks, bridges, stormwater, water production and distribution, wastewater collection and treatment, vehicle maintenance, maintenance of all town buildings, facilities and properties.

Under the administrative overview of the Town Manager, the Public Works Director directs the departments through effective communications, planning, staff management, resource allocation and assures the effective development and delivery of public works projects required to meet the Town's goals.

Duties and Responsibilities:

Depending on assignment, duties may include, but are not limited to, the following:

- Plan, organize, manage, lead, and direct the overall operations, maintenance and repair of a variety of municipal services including but not limited to, roads, sidewalks, bridges, water production and distribution, wastewater collection and treatment, buildings, facilities, grounds, and vehicle and heavy equipment maintenance.
- Development of capital improvement plan and budget, operating budgets, water and wastewater rates.
- Review and issue driveway access permits, utility permits. Review and make recommendations on water and wastewater allocation requests.
- Apply for and manage grants related to public works operations.
- Select, assign, train, direct and evaluate subordinate staff; assure training and guidance for staff involved in various aspects of public works and related services; oversee and implement disciplinary personnel actions when necessary.
- Advises the Town Manager of all public works activities and problems.
- Oversee the bidding of contracts, competency of contractors and vendors, and the selection criteria for public contracts.
- Handles complaints from the public and interacts with the public to keep them informed about department activities.
- Collaborate and communicate with town boards and commissions who share responsibility for town lands, programs, and properties such as the selectboard, recreation commission, village steering committee, conservation commission, cemetery commission, trails committee, etc.
- Advise development review board and planning and zoning staff regarding the impact of proposed development on municipal services.
- Serve as Project Manager for planning, engineering and construction projects for the town including overseeing construction and major maintenance projects to ensure compliance with contract documents.
- Serve as part of leadership team; participate in regular leadership team meetings with other department heads and the town administrator.

- Perform other duties as assigned by the Town Manager.

Knowledge, Ability and Skills

The successful candidate will have excellent communications and project management skills and the ability to make strategic decisions around staffing, budgeting, and procedural development. Additionally, they will be a leader able to delegate authority while maintaining appropriate levels of operational control. They will have excellent interpersonal, public presentation, and collaboration skills, have demonstrated ability to track multiple priorities and activities, must be able to work creatively with tight budgets for the best public value. Must have or be able to obtain a valid Vermont driver's license.

This position requires significant direct interaction with local officials, state regulatory officials, professional consultants, construction contractors and crews, residents, and fellow town employees.

Training and Experience

Any combination of education, experience, and training that would likely provide the required knowledge, skills, leadership and abilities necessary for satisfactory job performance will be considered.

A Bachelor's degree in engineering, Vermont issued water and/or wastewater Operator licenses are a preferred. Technical and/or engineering background strongly encouraged as is 7-10 years of progressively responsible experience in public works or engineering administration and operations including labor relations, budgeting, supervision, road maintenance, and equipment maintenance.

Physical Requirements and Environmental Conditions

The physical demands described below 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 on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, lift, carry, climb and perform other similar functions during the course of the workday. Applicants require sufficient mobility to work in an office and a field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves occasional exposure to potential exposure to hazardous substances, extreme/heat cold, poor ventilation, fumes and gases and adverse weather conditions. Position requires the ability to travel to various locations; must be able to see in the normal vision range with or without correction with vision sufficient to read small print, computer screens, contracts, construction plans and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, without or without accommodation for disability at any time while holding this position.