



PUBLIC WORKS MANAGER

Department: **Public Works** Class Code: **27**
Reports to: **Public Works Director/
Town Engineer** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, directs and manages the Town Roads, Facilities and Fleet Departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees all purchasing and operations activities of the Roads, Facilities and Fleet Departments; communicates with the respective departments regarding various concerns or issues.
- Supervises and directs subordinate staff; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Receives and responds to work request orders from all departments; ensures their timely completion.
- Hires and trains staff.
- Prepares and presents budgets for the various departments; monitors expenditures.
- Operates a gas distribution system.
- Discusses timelines and project specifications with the Director of Public Works/Town Engineer, subordinate supervisors and/or other departments.
- Deals with the general public on various issues and matters within the Town.
- Works with the Police Department in emergency situations by deploying crews for weather, traffic control and flooding issues.
- Develops proposals for new capital improvement projects and grant applications for the projects.
- Maintains the Fleet software database; data enters vehicle and equipment information, work orders, repairs and estimates.
- Communicates with various departments and operators regarding concerns or issues with vehicles or equipment; handles special equipment needs for ongoing and upcoming projects or concerns regarding current equipment.
- Coordinates work assignments with mechanic staff; consults with mechanics on diagnostics and repairs on equipment or vehicles; meets with mechanics to discuss current work load and repairs to be performed.
- Contacts dealers and vendors for the status of ongoing and future repairs.
- When necessary, assists in performing the repair and maintenance of equipment and vehicles.
- Prepares vehicle and equipment specifications and purchases.
- Arranges for the disposal of used vehicles and equipment. Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

JOB DESCRIPTION

Public Works Manager

- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and five years of experience, including five years of supervisory experience, in roads, facilities and fleet operation & administration or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Master Meter certification to operate a gas distribution system.

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of facilities, roads and fleet management.
- Principles and practices of administrative and project management.
- Principles and practices of effective employee supervision.
- Methods, tools and equipment used in the repair and maintenance of automotive and heavy equipment.
- Operation of internal combustion engines.
- Welding and fabrication methods and techniques.
- Tire repair procedures.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, public groups/bodies, other public jurisdictions and the general public.
 - Read and interpret plans, technical manuals and related sources.
 - Use power and hand tools.
 - Operate heavy motorized vehicles and equipment.
 - Plan, implement and evaluate various department programs and services.
 - Effectively supervise staff.
 - Communicate effectively, both orally and in writing.
 - Assess and prioritize multiple projects, tasks and demands.
 - Operate a personal computer utilizing a variety of software.
 - Maintain various manual and automated records and documents.
 - Conduct on-board computer diagnostics.
 - Troubleshoot vehicle and equipment problems.
 - Diagnose mechanical, brake, fuel and electrical defects of a variety of gasoline and diesel equipment.
- Use hand and power tools.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to flammable materials or electrical hazards. May be exposed to infectious diseases. May be required to climb ladders. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

JOB DESCRIPTION

Public Works Manager

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Fleet Supervisor D&R and Specifications added.	8/26/2015	9/30/2015		27	Exempt	

APPROVED: Laura Kyriakakis, HRD

DATE: 9/30/2015