

Town of Brandon

Position Title: Director of Public Works

Full/Part Time: Part Time

Supervisor: Town Manager

Nature of Work

This position is principally administrative in nature. The purpose of the position is to provide for the overall management, direction and control of all the public works of the Town to include Highway, Wastewater, Solid Waste, Cemetery, Building and Grounds and to perform related work as required. The position involves anticipating public works resources and infrastructure requirements, preparing and managing the department's operating and capital budgets, reviewing and controlling operating revenues and reserves, developing and monitoring the attainment of performance and quality standards within annual work programs. The incumbent would provide operating departments with advice. He/she would oversee infrastructure improvement plans in response to identified needs, assist with projects requiring technical expertise such as maintenance of Town maps. He/she would plan and coordinate the Town's involvement with environmental remediation and the acquisition and implementation of new technologies. He/she would be required to design and implement Town capital improvement projects directly and/or in concert with other staff and/or consulting engineers. He/she supervises a number of skilled and semi-skilled workers as prescribed in the Town's personnel policies and procedures manual and the union contract. This employee also supervises contractors engaged in various public works functions. This position is more administrative than operative.

Work is performed under the general direction of the Town Manager with considerable latitude of independent judgment and action and is subject to annual local, state, federal audits and other reviews. Additional assignments may be discovered by the employee through the inspections of infrastructure and public works facilities located throughout the Town. The employee is also expected to respond to citizens' concerns and requests. Performance is subject to review according to the Town's Personnel Policy through observation, reports and the results achieved.

Examples of Essential Job Functions

1. Goal setting, general supervision, coordination and evaluation of the departments under the supervision of the Director of Public Works.
2. Plans, constructs and directs for the effective coordination and delivery of public works projects.
3. Prepares and reviews plans, specifications and agreements for all projects.
4. Performs field inspections and reviews existing and proposed project sites for job safety.
5. Supervises the technical consultants in the performance of their work in field and office locations.
6. Prepares and manages the departments short and long term plans, capital and operating budgets and provides oversight for the implementation of approved capital improvement projects and regulatory compliance programs.

Examples of Other Job Functions

1. Represents the Town in all public works, infrastructure and other project issues.
2. Develops and provides for employee safety and skills development.
3. Administers the permitting process for driveways and roads connecting to Town highways.
4. Performs such other duties as may be assigned and are consistent with this position.

Environmental Working Conditions, Physical and Mental Effort

Works in office and field locations on a recurring basis and routinely is required to travel to job sites and meeting locations. Requires the ability to walk across rough or potentially hazardous terrain and to navigate difficult spaces. The work is primarily of an intellectual nature but required the lifting of equipment and materials weighing up to 70 pounds.

Required Knowledge Skills and Capabilities

An Incumbent in this position consistently demonstrates:

1. Strong knowledge to perform, direct and manage engineering design and inspection services.
2. Working knowledge of and the ability to recommend methods for meeting or exceeding public works legal, regulatory and performance standards pertaining to the position.
3. Cooperation and coordination with other managers and agencies who depend upon or which regulate Public Works and other Town Services, products, facilities and activities.
4. A strong knowledge of contemporary personnel administrative practices, particularly as they pertain to increasing employee commitment to excellence and performance evaluation.

5. Strong personal example to provide a high level of service to customers.
6. Ability to establish and maintain effective working relationships with customers, co-workers, subordinates, employees in other municipal departments and Town officials.
7. Ability to communicate effectively with customers, other employees, Town officials and other agencies orally, in writing and by listening to the activities of conversation, discussion, instruction, presentation, notes, memorandum and reports.

Minimum Required Qualifications

Applicants for this position must have an Associates' degree in Civil Engineering or a related field and not less than five (5) years' experience in one of more areas of public works and/or within civil engineering, preferable municipal experience. He/she must be able to get or possess a valid Vermont driver's license and have no offenses that would prohibit or restrict insurability by any insurance carrier providing coverage to the Town.