

JOB DESCRIPTION
Assistant Director of Public Works

Date of Last Revision: January, 2021

 WESTERLY Rhode Island	DEPARTMENT	Public Works; Highways, Recreation Maintenance, Transfer Station & Building & Grounds		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, The Assistant Direction of PW is responsible for assisting in leading, planning, directing and managing the activities of Highways, Recreation Maintenance, Transfer Station, and Buildings and Grounds.

ESSENTIAL JOB FUNCTIONS

- Guides and directs a 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.
- 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.
- Oversees annual departmental budget development and compliance, including planning and administration, and actively participates in long-range budget analysis.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the 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.
- Plans, organizes, and provides effective leadership in managing a broad scope of public works programs and operations for the Town.
- Confers and advises with staff and/or design and construction professionals, relating to the planning, design, construction, operation and maintenance of public works improvements.
- 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.
- Collects and analyzes data on metrics within the department.
- 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.

ADDITIONAL JOB FUNCTIONS

- Maintains professional memberships and continues training in organizations promoting continued education in public works which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Acts as a member of the biweekly management call team for after hour work.
- 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:

- Principle, practices, laws, town ordinances, regulations and methods of municipal public works administration and operations.
- Proper safety precautions of the public works and utilities industry.
- Principles and techniques of capital improvement design, construction, funding, and long-term maintenance of Public Works infrastructure.
- Variety of administrative support programs (MUNIS, Ticketing, etc.) that facilitate the efficient operation of public works programs.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

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 resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Engineering, Construction Management, Business or Public Administration, or closely related field.
- Minimum of five (5) years of progressively responsible experience in street, infrastructure maintenance and building & grounds maintenance, preferably in a municipal public works environment.
- Minimum of two (2) years 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 CDL or ability to obtain one within six (6) months of hire.
- Possession of the Certified Public Works Manager from the American Public Works Association, or the ability to obtain the certification within one (1) year of job appointment.

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 standard office 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 eighty (80) 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.