

TOWN OF MANCHESTER JOB DESCRIPTION FORM

Date: _____**Title:** Director of Public Works**Department:** Dept. of Public Works**Supervisor:** Town Manager**Employee:** _____**General Summary**

Under the general direction of the Town Manager, manage the Department of Public Works, including the Highway Division and Facilities Division, and supervise its employees; oversee maintenance, repairs, operation and capital improvements associated with Town-owned roads and highways and associated rights of way, bridges and culverts, and sidewalks, and the maintenance, repair and improvement of Town buildings, grounds and parks.

Knowledge, Skills and Abilities Required

- Five years progressive experience and in depth knowledge of the maintenance, repair, operation and improvement of roads and highways and associated rights of way, bridges and culverts, and sidewalks, and the maintenance, repairs, improvements and operation of buildings, grounds, and parks, including supervisory experience.
- In depth knowledge of road and sidewalk maintenance, including snow and ice removal.
- Ability to effectively lead, supervise, manage and motivate subordinate employees; including difficult and confrontational situations that may result in disciplinary action.
- Knowledge of OSHA and VOSHA rules and regulations and generally accepted safety practices.
- Ability to plan and implement monthly, seasonal and yearly road and bridge and building and grounds maintenance plans.
- Ability to manage spending in order to ensure that the Department adheres to appropriated budgets.
- Ability to interact constructively with the public, building and road users and effectively resolve conflict.
- Ability to coordinate multiple projects and assignments, prioritize and meet deadlines.
- Ability to effectively supervise and manage contractors and outside vendors, including road paving contractors.
- Valid Vermont CDL (Class B minimum), satisfactory driver's record, and ability to maintain license during employment.
- Ability and skill in operating heavy machinery, trucks, snow plows, and other equipment.
- High school diploma required; associates or bachelors degree in related field optional.

Duties and Responsibilities

- Manage the maintenance of Town owned roads and highway and associated rights of way, bridges and culverts, and sidewalks as well as Town-owned buildings, grounds and parks.
- Manage and delegate the daily work load of the Department to ensure the effective and efficient management of the Department and to coordinate and prioritize its overall duties.
- Supervise all the Department's employees, including the Highway Foreman and seasonal employees.
- Oversee Town's road resurfacing projects and other capital improvements such as drainage and bridge construction. Assist in the development of operating and capital budgets.
- Manage the removal of snow and ice from Town owned highways, roads and sidewalks and parking lots.
- Develop and implement a monthly, seasonal and yearly maintenance plans for Town buildings, grounds and parks and Town roads and bridges.
- Manage the annual budgets for the Department of Public Works, assisting Town Manager to develop department budget.
- Implement and enforce Town policies adopted by Selectboard and Town Manager.
- Manage the mowing and care of Town parks, grounds and trees.

- Respond to emergencies in Town buildings and on Town roadways, including holidays, weekends and nights, as necessary.
- Review and issue road opening permits. Work with Town Manager on the issuance of overweight truck permits.
- Oversee Department's payroll procedure and work cooperatively with the Human Resources Administrator to ensure accurate and accountable timesheets.
- Work with HR Administrator to implement safety policy and safety procedures in compliance with OSHA and VOSHA.
- Identify safety risks on Town roadways and buildings, grounds and parks and work to negate risks.
- Maintain inventories and ensure an adequate supply of materials, equipment, parts and related items. Adhere to Town purchasing policy and guidelines, including purchase order procedure; work with Town Manager to ensure cost-effective purchasing of materials, supplies, labor and capital items. Work closely with Administrative Assistant and Finance Office to ensure efficient and accurate accounts payable process.
- Attend Selectboard meetings as needed, attend training seminars and conferences.
- Work cooperatively with other Department Heads to ensure the efficient and effective operation of Town government.
- Perform other work duties as assigned by the Town Manager.

Working Conditions

- Physical demands of the position: Employee spends a significant amount of time in the field completing hands-on maintenance work. Duties typically involve moderate to heavy physical activity and exertion, including heavy lifting. Employee is regularly assigned to work sites with treacherous terrain, fumes, dust, chemicals and other hazardous materials, loud machinery and equipment and other dangers associated with maintenance activities and road and sidewalk maintenance. Employee must have the strength, stamina and physical coordination required to participate in maintenance activities such as lifting extremely heavy items and walking for extended periods of time. Physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme hot and severe cold weather.
- Duties require evening, night, weekend and holiday work; may require occasional response to facility- or road-related emergencies.
- Position works 40 hours per week – generally, Monday through Friday, 6:00AM to 2:30PM with 30 minutes for lunch.
- This is a salaried position and is not eligible for overtime pay.

Disclaimer

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

Approvals

_____	_____
Department Head	Date
_____	_____
Town Manager	Date
_____	_____
Employee	Date

The Town of Manchester is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. Employment decisions are based on qualifications, merit, and Town needs.