**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Department of Public Works*

## *Public Works Director*

## GENERAL STATEMENT OF DUTIES:

The Director of Public Works is responsible for financial management, operations and maintenance of parks, buildings & grounds, streets, storm water system, and other public improvements. The Public Works Director is intended to exercise independence and authority in overseeing all Department of Public Works personnel.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* The Director of Public Works must oversee any and all Public Works Department activities and therefore is responsible for anything listed below. The Public Works Department for the Town of Seymour is responsible for the following:
  + Paving of town roads
  + Repairing/maintaining town roads
  + Cleaning town roads
  + Snow removal on town roads
  + Street lighting on town roads
  + Sidewalk and curbing maintenance
  + Road and safety maintenance
  + New and existing road drainage maintenance
  + Bulk pick-up
  + Leaf pick-up
  + Maintenance of Street signs
  + Town property maintenance
  + Overseeing town trash pickup
  + Road side trimming
  + Operation of Seymour Transfer Station
  + Preservation, care, and removal of trees
  + Maintenance of parks including sporting fields
  + Public Works Department vehicle and equipment maintenance
* Supervise and participate in the development and implementation of Public Works projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues.
  + Develop daily and weekly work schedules for all Public Works employees and assign work orders.
  + Survey work sites prior to employee dispatch
* Develop, plan, and implement long and short term departmental goals and objectives; recommend and administer policies and procedures
* Train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
* Respond to and resolve the most difficult citizen inquiries and complaints.
* Oversee and forecast the Department of Public Works budget
* Attend various town meetings when the Department of Public Works is affected
* Oversee and ensures safety of all Department of Public Works employees
* Oversee purchase orders and verifying all departmental expenses.
* Assist in evictions.
* May coordinate with other town departments, organizations, boards, or commissions for special town events
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Director of Operations.
* Works under general supervision of the First Selectman.
* The Department of Public Works is overseen by the Public Works Commission.

## SUPERVISION EXERCISED:

* Oversees all Department of Public Works employees.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions.
* Knowledge of federal, state, local, town and other applicable environmental and safety statutes, ordinances, and codes.
* Knowledge of Federal (OSHA) and state regulations and town policies regarding safety training and safe work practices.
* Ability to effectively organize and direct personnel to affect maximum efficiency, communication, and coordination within the department.
* Ability to deal effectively and cooperatively with commissions, boards, other departments and agencies, and the general public.
* Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.
* Ability to select, direct, and evaluate other personnel of a high technical and administrative level.
* Ability to establish and maintain effective working relationships.
* Ability to work under pressure and/or frequent interruptions.
* Ability to meet deadlines.
* Ability to be on call 24 hours day, 7 days a week.
* The Public Works Director must demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

## EXPERIENCE AND TRAINING:

* A bachelor's degree in public administration, business management, engineering, or related field is required. A master’s degree in a related area is preferred.
* A minimum of ten years of progressively responsible civil engineering and public works or utilities experience, at least six of which were at a management and supervisory level
* Any combination of experience, education, or training that demonstrates the applicant has the leadership competencies necessary to fulfill the job requirements will be considered.
* Possession of a valid driver’s license is required of this position.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Director of Operations, in an annual meeting scheduled each January.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and a mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.