

# TOWN OF PINETOPS

## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	Director Public Works/Utilities
<b><u>DEPARTMENT:</u></b>	Public Works
<b><u>REPORTS TO:</u></b>	Town Administrator
<b><u>FLSA STATUS:</u></b>	Exempt
<b><u>COMPENSATION:</u></b>	Market competitive and based on qualifications

**General Purpose/description of Job:** This position is a technical, administrative, and supervisory position responsible for all operations and staff of the Town's Public Works-Utility Department and functions. This includes the planning, directing, organizing, and managing of street/roads, stormwater system, solid waste/sanitation, sewer, water, electric, building and grounds, and other related functions. Work requires considerable independent judgment, discretion, and proactive initiative in the carrying out of the daily operations as well as long-range planning of the Department for efficiency and effectiveness. Incumbent is the primary resource for the Town Administrator and Town Board of Commissioners for professional and technical advice in this field of responsibility.

### **Role and Responsibilities:**

(Not complete list; the intent is to serve as a well-rounded description of the primary and types of obligations the position entails.)

1. Responsible for all operations and staff of the Public Works and Utility Departments to include, but not necessarily limited to, sanitation/solid waste; streets/roads; stormwater; water; sewer; electric; parks; buildings and grounds; and other related services.
2. Able to serve as operator in responsible charge (OIC) of Wastewater system, and hold certifications and ability to perform and sign-off on all required test, reports, and other requirements of Water and Electric system operations.
3. Assures of the timely submittal of all reports to state, federal, and other regulatory agencies and all other requirements to keep the Town in compliance with all laws and regulations for all departments/functions.
4. Assist in the recruitment and selection of new staff, advising and working closely with the Town Administrator.
5. Responsible for all the departments' assets and inventory, assuring of its care, upkeep, and maintenance, and keeping an updated inventory of such.
6. Keeps management informed of the condition of equipment and infrastructure and maintains long-range plans to proactively anticipate replacements and repairs.
7. Responsible for all purchases/procurements for every-day operations as well as for capital purchases, abiding by all applicable local, state, federal, and grant bidding and other procurement rules, and keeping within budget.

8. Attends monthly Town Board of Commissioners meetings and gives monthly report and any other updates/notices, in coordination with Town Administrator, and attends all budget and other special or periodic Commissioner meetings/workshops as directed.
9. Participates fully in the yearly budgeting process, providing yearly budget request/recommendation, working with Finance Officer and Town Administrator.
10. Assures that all staff obtains and maintains certifications in good standing and keeps up with other trainings; mentors and assists staff as needed.
11. Routinely engages in contact with the public, including residents, businesses, and others, answering questions, resolving problems, explaining matters and providing a variety of Town services.
12. Maintains good working relationship with all regulatory agencies such as DEP, EPA, Army Corp, and others.
13. Maintains, implements, and stays currently knowledgeable with work-place safety rules and regulations, ensuring compliance with OSHA/Department of Labor requirements and other standards and best-practices in the area of workplace and worker safety.
14. Maintains and promotes open communications and coordinates and works cooperatively and collaboratively with other Town departments and staff, such as Police, Fire, and Administration/Finance.
15. Related additional duties/roles as assigned/apparent.

**Essential Knowledge, Skills, and Abilities**  
(Not necessarily complete list)

Knowledge, skills, and ability to perform all Essential Duties listed above in Essential Duties and Responsibilities section.

Materials, methods, practices, implements commonly used in street/road maintenance and construction, as well as in water, sewer, sanitization, and electric utility services.

Ability to operate a variety of heavy equipment machinery commonly used in public works departments such as, but not limited to, dump truck, backhoe, loader, and mini excavator.

Considerable knowledge of the hazards and applicable safety precautions of worksites and workplace.

Ability to establish and maintain harmonious relationships with employees and to effectively obtain satisfactory work output.

Ability to work with all members and sectors of the public and in a highly visible and accountable position and environment. Ability to take criticism and respond in a professional, calm manner.

Ability to lay out, direct, and supervise the work of a crew performing skilled, semi-skilled, and unskilled activities in all public works and utility operations.

Ability to generally interpret engineering plans and blueprints for road, street, and related infrastructure construction.

Ability to assist staff/crew in the completion of projects and regular tasks, to train new staff, and to be available as a mentor.

Ability to understand and follow complex oral and written directions.

Ability to effectively communicate in correct written and verbal English language communications.

Ability to perform basic mathematical operations at least to the level of ability to create and manage budgets, time sheets, handle purchases, pass all required certifications, and distinguish among options for the best use of financial resources.

Ability to keep accurate and detailed records and prepare reports.

Other KSAs commonly associated with such positions.

### **Desirable Education and Experience:**

At least graduation from high school or having obtained a GED, supplemented by some college or technical school training or degree. A minimum of five years' experience working for a municipal or county public works/utility operation that includes all the operations and responsibilities required for this position, including at least three years with management/supervisory responsibilities over multiple staff and operations. Or any combination of education/training and experience deemed necessary and sufficient to successfully fulfill position requirements.

### **Certifications Requirements/Preferences:**

Possession of a Commercial (CDL) Driver's License, at least of Grade B.

Possession of Water Distribution System Operator Grade B certification, or ability and willingness to obtain as soon as possible.

Possession of at least a Level 2 Wastewater treatment plant license and Level 2 Collection system license, or ability and willingness to obtain as soon as possible.

Preferred: certified for electric utility work at the journey level, including the ability to work on power lines and other electric utility infrastructure.

Other certifications/licenses that may become required for operations of departments.

### **Primary Physical Demands**

The position entails working in environmentally and other extreme conditions at time, including extreme heat, cold, and other environmentally challenging situations/environments.

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to successfully pass a medical physical exam and drug test.

Must be able to perform heavy and strenuous work lifting at least 50 pounds and continuous exertion at times.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings, and plans.

Must be capable of performing the functions/duties of all subordinates/positions under purview.