

# TOWN OF HARWINTON

## PUBLIC WORKS DIRECTOR JOB DESCRIPTION

**JOB TITLE:** Public Works Director, Non-union – F/T 40 Hours/Week, overtime required, as needed

**SUPERVISOR:** First Selectman

**JOB PURPOSE:**

Responsible for and performs overall planning, supervision, direction and coordination of day-to-day public works maintenance work, including snow removal and sanding, storm drainage maintenance, road resurfacing and new construction, and equipment maintenance. This includes the formulation and tracking of budgets for the use of and maintenance of town highways. Responsible for new construction inspections, refuse disposal and general day to day care and maintenance of all town owned property.

**WORK ENVIROMENT:**

The Public Works Director works under the immediate supervision of the First Selectman. He supervises all personnel assigned to the Public Works Department and all town maintenance staff.

**ESSENTIAL FUNCTIONS:**

- Plans and directs the Public Works work force and the use, operation, and maintenance of Public Works department equipment.
- Supervision of plowing and sanding of town highways
- Supervises all the care (both temporary and permanent) and maintenance of streets and roads, including but not limited to: oiling and graveling, permanent pavement installation, care and maintenance of storm sewers and drainage structures, maintenance of road sites and highway fences, sweeping of highways, mowing and brush cutting, and maintenance of drainage ditches.
- Responsible for the construction and reconstruction of highways in accordance with prepared plans and specifications.
- Prepares and administers work schedules for the performance of assigned functions
- Oversees the maintenance, assignment and operation of equipment in the department
- Inspects new public works construction and reviews subdivision layouts for conformance with road construction standards in cooperation with the First Selectman and/or the Towns engineering consultant
- Prepares cost and maintenance records, payroll data, budgetary data, purchase supplies, and materials.
- Supervises all of the care and maintenance of town properties
- Formulates and tracks budgets for the maintenance and operation of Town properties
- Draws up specs and oversees the purchase of Town Equipment and supplies through to delivery

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of street and public works maintenance methods and practices
- Administrative Ability
- Knowledge of organization and assignment of work practices
- Ability to make concise written and oral reports
- Ability to establish and maintain good working relationships with associates and the public
- Ability to create, follow and manage budgets
- Computer skills a must
- Ability to communicate clearly – written and orally
- Ability to take direction, corrective action, and disciplinary action
- Ability to work well with and communicate effectively with other departments

**MINIMUM QUALIFICATIONS:**

This position requires not less than eight (8) years employment in the field of highway engineering, construction or maintenance, of which three (3) years must have been in a supervisory capacity. Or, in lieu thereof, the position requires college training in engineering which may be substituted on the basis of one (1) year of such training for one (1) year of experience up to four (4) years of education and four years of employment in the field of highway engineering, construction and maintenance of which three years must have been in a supervisory capacity.

**NOTE:** This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities to perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than “at will” relationship.

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ have read this complete Job Description titled **Public Works Director** and understand it completely. I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment.

I further understand that I will be required to attend mandatory training as assigned by the First Selectman.

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Print Name

Date

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Employee's Signature

Date