



<b>POSITION:</b>	Public Works Director	<b>REVISED:</b>	April 8, 2024
<b>DEPARTMENT:</b>	Public Works	<b>FLSA STATUS:</b>	Exempt
<b>SUPERVISORS:</b>	Asst. Town Manager, Town Manager	<b>UNION:</b>	None
<b>JOBS SUPERVISED:</b>	All PW and TS Staff	<b>PAY GRADE:</b>	L

### ***Public Works Director***

#### **Nature of Work:**

The Director of Public Works is an administrative and technical position directing and supervising the Town's Public Works and Solid Waste Departments. Work is performed under the supervision of the Assistant Town Manager and Town Manager; however, this employee must exercise considerable autonomy, independent judgment, and technical expertise in order to meet department objectives. The Public Works Director is responsible for directing all phases of municipal public works, including the Transfer and Recycling facility, storm sewers, MS4 program, fleet maintenance, road maintenance, capital improvement planning, and winter operations.

An employee in this position formulates policies and coordinates activities in accordance with general policies established by the Town Council. The Director of Public Works exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees.

Responsibilities include directing the activities of the Town's infrastructure maintenance, and solid waste disposal programs. The employee is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and adherence to procedures; and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public.

#### **Essential Duties and Responsibilities:**

- Plans and directs all Public Works employees (including Fleet Maintenance and Transfer Station departments) to include interviewing, hiring, supervising, directing, training, evaluating, scheduling (including the maintenance of payroll and leave requests), and developing personnel in a positive manner.
- Directs and oversees highway, street, sidewalk, storm sewer maintenance, MS4 program, construction programs and solid waste operations, among other strategic initiatives.
- Is responsible for the oversight of the Transfer Station and Fleet Maintenance operations.
- Ensures that citizen requests and/or complaints relating to departmental activities are investigated and resolved promptly and responsibly; and handles complaints from the public as received by phone, email or the department directly, sometimes after business hours.
- Is responsible for researching and implementing improvements to the operation of the departments in their charge, formulation of policies, and coordination of activities in accordance with general policies established by the Town Council.
- Prepares the department budgets, controls expenditures and approves all requisitions.
- Advises Town Management (Assistant Town Manager and Town Manager) of all Public Works activities and problems and forecasts concerns to proactively mitigate them whenever possible.
- Administers the department's employment contracts.
- Confers with subordinates during the development and progress of various projects.



- Gives general supervision to the repair and maintenance of all motorized equipment, including light and heavy trucks and all special equipment.
- Works with contracted professional engineers in designing and implementing projects, as assigned or requested by Town Management.
- Manages complex capital improvement projects from inception through completion.
- Responsible for long range and short term capital improvement program planning including assisting the Town Manager in developing a funding strategy and the administration and execution of the Capital Improvement Program.
- Works with consultants, contractors and vendors to develop, review, and implement plans and make recommendations for repairs and capital improvements.
- Accomplishes short-term and long-range planning, implements and maintains sound organizational practices, controls costs and otherwise directs and controls departmental operations to assure optimum services to the community.
- Interprets plans and specifications within scope of knowledge and authority for the appropriate design of Public Works projects.
- Reviews contract bids and consultant design work.
- Oversees the preparation of specifications, cost and quantity estimates of Public Works projects involving capital road, sidewalk, utility or building construction and related activities.
- Performs other related work as directed by Town Management.

**Requirements of Work:**

- Substantial high-level professional experience in public works, utilities, or engineering.
- Valid Maine driver's license with an acceptable driving record for the past three years.
- Demonstrated leadership competencies with the ability to effectively organize and direct personnel.
- Proficiency in developing and submitting clear, concise reports, both orally and in writing.
- Excellent interpersonal skills to deal effectively with councils, commissions, boards, and the public.
- Must possess a working knowledge of applicable state and federal regulations related to streets, storm water systems, and land development.
- Extensive knowledge in construction methods, materials and equipment as applied in municipal public works.
- Considerable knowledge of the modern principles and practices of municipal public works administration.
- Working knowledge of finance, administration, grants, and budgeting.
- Experience with labor relations and management of union employees.
- Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning.
- Ability to problem-solve and manage and resolve conflict.
- Ability to establish and maintain effective working relationships with employees, other town officials, and the general public.
- Shall participate in regional meetings of significant interest to the Town of Lisbon, including, but not limited to, the following organizations: Maine DOT, Maine DEP, AVCOG, ATRC, and others as assigned.
- Knowledge of the MS4 Storm Water Program is highly desired.



- May be requested to make presentations to the public regarding Town projects, updates to Town business and approved interviews.
- Must be available for after-hours calls/work.

**Peripheral Duties:**

- Prepares and submits to officials such reports as may be required or as deemed advisable to submit.
- Attends trainings, conferences, management meetings and off-site meetings as relevant or as directed by Town Management.
- Assists Town Management and the Local Emergency Manager gather information and estimates during storm/weather damage assessments and disaster declarations as necessary.

**Training and Experience Required:**

- Considerable administrative and operational public works experience (5+ years).
- Graduation from a four-year college with major focus in administration with course work in civil engineering preferred.
- An equivalent combination of experience and training will be considered.
- Ability and experience using computer and programs such as Microsoft Office and relevant engineering and municipal budgeting programs.
- Experience supervising and developing staff.
- Ability to work independently without direct supervision, assume responsibility, and exercise good judgement.
- Ability to effectively and efficiently manage numerous projects individually and simultaneously.
- Ability to listen and probe to understand underlying needs and/or root cause of an issue.
- Ability to provide thoughtful, progressive and strategic guidance.
- Expertise in analysis, critical decision making, project management, and process improvement.
- Strong interpersonal, verbal and written communications skills.
- Ability to read, understand or interpret complex plans and documents.
- Demonstrated ability to anticipate and solve practical problems.
- Ability to identify, influence, and collaborate with key stakeholders to achieved desired organizational outcomes.
- Demonstrated customer service excellence, preferably in municipal government.

**Supervisory Responsibility:**

This position supervises the Public Works Department which includes the Fleet Mechanics and Transfers Station departments.

**Certificates, Licenses and Registrations:**

State of Maine Class C driver's license. Professional Engineer (P.E.) license not required, but preferred.

**Physical Demands / Work Environment:**

**Physical Demands:**



Those described here are representative of physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms and talk and hear. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, or smell/taste. This job requires the employee to regularly lift up to 25 lbs. and sometimes up to 50 lbs. Specific vision abilities required by this job include close vision, ability to focus, color vision, peripheral vision, and depth perception. The noise level in the work environment is usually moderately quiet but can be loud in certain environments or settings.

Work Environment:

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment of this position will sometimes involve working near moving mechanical parts, in high, precarious places, exposure to fumes or airborne particles and toxic or caustic chemicals, outdoor weather conditions, and risk of electric shock. Work will involve construction site visits and inspections/maintenance of building plumbing, electrical, HVAC, and structural systems including roofs.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Employer/Employee Acknowledgement:

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.*

Submitted by:

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Employee Printed Name/Title

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Printed Name/Title

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Supervisor Signature Date