



Position: Public Works/Utilities Director

Division: Public Works and Utilities

Accountable to: Town Administrator

FLSA: Non-Exempt

*Specifications are intended to present a descriptive list of the range of duties performed. These are not intended to reflect all duties performed with the job.*

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## **SUMMARY**

Under policy direction from the Town Administrator; plans, organizes, directs and integrates the Town's activities and functions related to public facilities, including water and wastewater, storm-water, parks and street maintenance and repair; and assists with the related duties and operation of the departmental responsibilities.

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## **DUTIES and RESPONSIBILITIES**

### *Essential Functions:*

1. Plans, organizes, controls, integrates and evaluates the work of the public works and utilities departments. Develops, implements and monitors long-term plans, goals and objectives; with a focus on achieving the Town's mission and the council's priorities as conveyed to the Town Administrator. Participates in the work of staff responsible for the public works department, including water and wastewater utilities.
2. Directs the development of and monitors performance against annual departmental budgets.
3. Manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve Town goals, objectives and work standards.
4. Establishes performance requirements and personal development targets of all public works and utilities personnel; annually monitoring performance and providing coaching for performance improvement, development and discipline under the guidelines of the Town's Personnel Policy.
5. Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the Town's facilities, water distribution system, waste water collection system, streets and parks.
6. Advises the Town Administrator on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services.
7. Evaluates policies and submits recommended improvements for review by the Town Administrator and the Town Council.

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8. Schedules work assignments, maintains work records and documents, including time sheets, work orders and purchase orders.
9. Monitors the department's activities to ensure safe practices, quality, accuracy, and compliance with applicable rules, policies and procedures are maintained.
10. Maintains and updates maps of Town street rights of way and storm-water management system.
11. Maintains compliance with federal, state, and local laws for storm-water system and prepares reports and overseeing regulatory audits of the system.
12. Maintains compliance with federal, state, and local laws for utility systems and prepares reports and overseeing regulatory audits of the systems.
13. Represents the Town in negotiations with other agencies and municipal operations on a wide variety of issues pertaining to departments operations.
14. Requires on-call status periodically, and call-out response during weather emergencies.
15. Prepares an annual budget for all of the departments within the public works and utility division.
16. Develops specifications and bid documents for a variety of public works and public utility related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.

(These essential job functions are not to be construed as a complete statement of all duties. Employees will be required to perform other job related duties, as required.)

## **QUALIFICATIONS**

### *Knowledge, Skills and Abilities:*

- Knowledge of principles relating to water treatment and distribution and wastewater collection.
- Knowledge of principles relating to parks and Town facilities.
- Knowledge of principles relating to streets and storm-water.
- Knowledge of applicable federal, state, and local law, codes, and regulations governing the storm-water and street maintenance.
- Knowledge of storm-water requirements and related storm-water certifications for compliance under NPDES.
- Knowledge of FDOT standard specifications for road construction, traffic design standards and safety standards.
- Knowledge of methods and techniques involved in building maintenance.
- Knowledge of methods and techniques of supervision, training, and motivation.
- Knowledge of facility planning, construction, operation, maintenance, and safety practices relating to public facilities.
- Knowledge of computer and other office equipment to prepare necessary paperwork.
- Ability to operate a computer.
- Ability to interpret design plans and specifications.
- Ability to analyze maintenance issues and problems, evaluate alternate solutions and develop sound conclusions, recommendations and courses of action.
- Ability to develop clear, concise, and comprehensive technical reports, correspondences and present oral reports as requested regarding the departments operation.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationship with Town Counsel, Town staff, and the public.

## **EXPERIENCE and TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

## **EDUCATION and/or EXPERIENCE**

Graduation from high school or G.E.D. equivalent; graduation from an accredited college or university with major coursework in civil, mechanical or materials engineering or closely related field, at least 5 years of experience in a management or supervisory level; or an equivalent combination of training and experience. At least one year experience in each of the following areas, drinking water distribution, roadway maintenance and facility Maintenance. At least 2 years' experience operating a drinking water, or wastewater plant with SCADA controls. 6 years of experience in public works, or utility related fields.

*Licenses, Certificates, Special Requirements:*

FDEP Drinking Water Treatment Plant Operator License Class C or greater.

## **WORKING CONDITIONS**

*Physical and Mental Demands:*

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; smell; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with Town staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

*Work Environment:*

The work environment characteristics described here 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 employee regularly works outside in various weather conditions and hazardous materials.

## **SALARY RANGE**

Salary range between \$59,280 to \$82,992

*The Town of Lake Hamilton is an Equal Opportunity Employer and a Drug Free Workplace*