

Middletown, CT Job Description

Classification Title	Director of Public Works
Job Code	
Department	Public Works
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to direct, manage and organize operation and activities of all division of Public Works, Sanitation, Building Department, Parks, streetlights and other City owned buildings/grounds.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans and coordinates activities of department divisions. Oversees operations of road, sidewalk, park, buildings and streetlight maintenance.
- Supervises employee activities. Ensures proper professional development and training. Plans, directs, reviews and assigns work. Reviews safety reports and worker's compensation claims.
- Provides strategic and financial planning for long term initiatives.
- Serves as City Tree Warden. Consults with City Arborist on projects requiring removal of trees.
- Administers operations of department through subordinates in business, finance operations, maintenance, sanitation, building inspection, building, grounds and parks maintenance. Oversees maintenance and improvement projects.
- Supervises outside professional engineering and architectural services. Prioritizes design and construction of Public Works projects, Parks projects and facility improvements. Ensures project security measures and compliance. Develops and prepares project cost for voter approval.
- Negotiates agreements with attorneys, contractors, state and federal officials in matters regarding Public Works, Parks, Street lighting and Sanitation departments. Addresses public and private groups. Attends various committee and commission meetings. Responds to inquiries and complaints.

Middletown, CT Job Description

Classification Title	Director of Public Works
Job Code	
Department	Public Works
Union Group	Non-Representation
FLSA Status	
Pay Grade	

- Oversees fleet of vehicles and machinery. Plans and organizes departmental needs. Secures adequate funding for replacements. Ensures departmental operations are not compromised by outdated vehicles, machinery, tools or equipment.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Administration, Public Administration or related field and at least eight years of progressively responsible administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of City policies, procedures, ordinances and charter
- Knowledge of union contracts
- Ability to budget
- Knowledge of security and ADA
- Ability to supervise and evaluate employees
- Ability to prioritize and assign work
- Knowledge in training, orienting, and managing personnel
- Ability to relate to and interact with a non-traditional and diverse student and employee population
- Ability to work independently
- Ability to apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments

Middletown, CT Job Description

Classification Title	Director of Public Works
Job Code	
Department	Public Works
Union Group	Non-Representation
FLSA Status	
Pay Grade	

- Ability to read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to develop and write reports, policies, and correspondence
- Ability to handle common inquiries or complaints
- Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to exercise good judgment and focus on detail as required by the job
- Ability to operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to use (or learn to use) computer software and systems applicable to the position
- Ability to follow oral and written instructions and procedures
- Ability to collect, organize, and interpret data and prepare accurate records
- Ability to verify and maintain accuracy of detailed data and information, detect data errors
- Ability to meet schedules and deadlines of the work unit
- Ability to communicate in English effectively orally and in writing
- Ability to maintain well-organized materials, files, systems and tools
- Ability to adapt to changes in work situations and priorities
- Ability to reason/analyze; use logic to identify and resolve problems
- Ability to evaluate, organize, and summarize data and information

Middletown, CT Job Description

Classification Title	Director of Public Works
Job Code	
Department	Public Works
Union Group	Non-Representation
FLSA Status	
Pay Grade	

- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions 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.

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/05/15
Dates revised	