

PUBLIC WORKS MANAGER

Position Code: 3450

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 361 (\$64,585 - \$101,008)

Location: Public Services

Approval Date: 2010

General Statement of Duties

Performs difficult professional, technical and administrative work planning, organizing and directing a variety of public works activities including; sanitation; street maintenance and repair; equipment services and buildings and grounds maintenance.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the work of employees engaged in a variety of municipal services. The employee provides technical advice and assistance to management, the Director of Public Services and the Board of Commissioners in the improvement of streets and other infrastructure and insures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the division. The employee represents the Town to a wide variety of citizens, developers, etc. The employee is subject to working in inside and outside environments in extreme weather and in heavy traffic in the streets. Work is performed under the direction and review of the Public Services Director.

Duties and Responsibilities

Manages and plans the activities of all public works division staff; ensures coordination of activities with other divisions and departments.

Reports to the Public Services Director and advises the Town Manager, Engineering Manager, and officials on public works projects and activities; participates in plan review to ensure quality and proper layout and maintenance of streets and drainage systems.

Researches, recommends and implements operational changes and improvements.

Performs selection, promotion, training, counseling and disciplining of department personnel; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines and provides guidance and direction.

Makes field inspections of division projects to review progress and ensure quality.

Engages in considerable personal contact with citizens concerning service request and complaints; investigates and decides or recommends actions; coordinates projects with other divisions and departments; attends Town Board meetings when needed on agenda items.

Prepares and reviews division operating and capital budgets; monitors and approves expenditures.

Insures that proper records are maintained of division operations; analyzes trends and work orders for effective decision making.

Researches, plans and implements changes in regulations on solid waste disposal, recycling, storm water, safety and other related issues.

Plans, organizes and monitors a variety of contracted work such as street resurfacing, sidewalk or drainage construction projects; cemetery construction; buildings and grounds maintenance projects; coordinates with engineers and contractors.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of public works administration, planning and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations.

Thorough knowledge of the equipment and materials used in the construction, maintenance and repair of stormwater systems, streets, buildings and grounds, and solid waste management.

Working knowledge of related engineering principles and practices.

Considerable knowledge of the principles and practices, laws and regulations relating to supervised functions.

Ability to supervise employees and subordinate supervisors including effective communications, motivations, staffing, discipline and performance coaching and evaluation to produce high performance.

Ability to prepare complex and detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors and the general public.

Ability to present ideas effectively in oral and written form.

Physical Requirements

Must be able to perform the physical life functions of climbing, stooping, reaching, standing, walking, pushing, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

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.

Minimum Education and Experience

Graduation from an accredited college or university with a bachelor's degree in public or business administration, civil engineering, environmental engineering or related field, and five to seven years experience in a responsible management position in the public work or utilities field; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Commercial Driver's License.