

TOWN OF SOMERS

Position Description

Title: Director of Public Works/Town Engineer

Department: Public Works

Reports To: First Selectman

Supervises: Land Use and Public Works Staff

FLSA Status: Full-time, exempt

Bargaining Unit: N/A

Position Summary: Manages Land Use staff and functions. Plans, organizes, and directs the activities of the Department of Public Works (DPW) in all of its functions, and provides professional engineering services in support of town projects and town regulation of private development. Manages staff and functions to provide accurate, timely, high-quality service to all internal and external customers.

Major Job Duties:

Management/Service: Plans, organizes and directs the operations of the Public Works Department, including the professional and technical civil engineering work, according to established standards and policies. Establishes procedures and priorities and assigns work through subordinates in the functional areas of departments for which the position is responsible. Has direct responsibility for the maintenance of all town buildings, fields, parks, and all town owned land. Organizes, schedules and oversees through subordinates: construction, repair and maintenance of town roads, bridges and drainage systems; daily maintenance and repair as well as ultimate replacement of all department equipment; operations and maintenance of the Transfer Station; daily and preventative maintenance or repair of town buildings and grounds; operations and maintenance of town parks and recreational facilities. Supervises and directs Land Use staff in the delivery of services related to town planning, zoning and conservation; building permitting and inspection; and sanitarian services. Attends related board and commission meetings and oversees/manages interface between board/commission chairs and staff as necessary. As Town Engineer, supervises and directs Land Use staff in the review, certification and approval of site plans and proposed work for residential, commercial and industrial development as submitted by property owners and developers.

Technical: Serves as technical/advisory expert on public works and engineering issues for the town. Oversees implementation and reports regarding state and federal mandates for storm water management, solid waste reduction and other requirements. Prepares, implements and oversees plans for maintaining roads and drainage systems during storm events. Participates with the town on developing, exercising, and utilizing as needed a town-wide emergency operations plan. Prepares and evaluates engineering plans, designs, construction specifications and technical reports as pertain to town structures or projects. Oversees public projects performed by town staff and outside contractors. Recommends acceptance of public and private improvements. Provides professional engineering consultation as required to support town projects. Working with subordinates, town staff and commissions, and the selectmen, evaluates short and long-term needs for all town facilities and functions for which the director is responsible and recommends future actions, complete with anticipated budgets. Represents the town as appropriate at regional, state or federal levels and as regards shared services with other towns.

Approved by:

1st Selectman/on file

Date:

Approved by:

HR/on file

Date:

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Teamwork: As a member of the Town's management team, works cooperatively with all other team members in the general management, oversight and direction of town operations under the leadership of the First Selectman.

Board/Commission Liaison: Works with staff and commissions, including night meetings, to review, certify and approve site plans and proposed work for residential, commercial and industrial development as submitted by property owners and developers. Oversees Town Planner and Sanitarian in their Board/Commission Liaison roles with Planning, Zoning, Conservation and WPCA Commissions. Serves directly as Public Works/Land Use/Engineering liaison to Somersville Planning Committee and Civil Preparedness Advisory Council.

Financial: Directs staff in the preparation of annual and capital budgets; consolidates and prepares annual and capital budgets requests and manages implementation of approved budgets.

Human Resources: Provides leadership, coaching, direction, and supervision to assigned staff. Administers performance management plan in accordance with established human resources procedures. Recruits, trains, develops, and supervises all Public Works and Land Use department staff.

Qualifications:

- Bachelor's degree in civil engineering and more than seven years of public works related experience of which at least five shall have been in a supervisory capacity, or an equivalent combination of education and practical experience.
- Master's degree in civil engineering along with some familiarity with the public planning process are desirable, but not required.
- Professional Engineer License valid in Connecticut.
- Thorough knowledge of procedures and methods in public works construction and operation, as well as road, bridge, and drainage facility maintenance.
- Working knowledge of and experience with construction methods, materials and equipment.
- Working knowledge of buildings, facilities, and grounds maintenance and repair.
- Working knowledge of laws and regulations pertaining to public works and land use programs and responsibilities.
- Working knowledge of and ability to follow effective labor relations practices and procedures as well as laws and regulations pertaining to same.
- Familiarity with budgeting and long range planning.
- Proven proficiency in Microsoft Office suite, along with computer based communication and information sharing systems.
- Familiarity with design software (Auto CAD) and GIS is desirable but not required.
- Must possess strong interpersonal skills and be able to communicate effectively.
- Possess a valid driver's license

Physical Requirements:

This position combines field and office activities, with more than 50% of the job performed in the in an office setting. The incumbent must be able to:

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- Sit and work using a computer and telephone, or listen to information for periods in excess of one hour.
- Intermittently work near field and job sites including walking over various terrains for short distances.
- Tolerate occasional exposure to variable or inclement weather conditions for short periods of time.
- Lift 25 to 50 pounds.
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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