

Position Title: Assistant Public Works Director

Position Code:

Date: July 2017

**JOB SUMMARY**

This is a management level administrative position assisting in the supervision of the highway, water and sewer divisions. This person answers directly to the Public Works Director and assists in the direction of all activities in the public works fields. Included is the preparation and administration of budgets, management level supervision of all public works employees and review of public works aspects for all proposed residential and commercial developments within the community.

**DUTIES AND RESPONSIBILITIES**

The Assistant Public Works Director shall:

1. Assist in the preparation and administration of the highway, water, sewer and cemetery budgets with the aid of the Public Works Director.
2. Assist in the review layout and design of highways; water supply, sewerage disposal, surface drainage, utility easements, etc., for new developments in Town.
3. Assist in the design, survey, and inspections of Town sponsored projects for repairs to or improvements in all aspects of the public works field.
4. Provide residents/customers with construction notifications prior to work.
5. Assist the Public Works Director to ensure compliance with all state permits regarding the operations and maintenance of all water/sewer/road and sidewalk infrastructure.
6. Apply for state grants and manage grants awarded to the Town.

7. Assist the Director in review and application of Union Contracts.
8. Assist in the preparation and tracking of repair and maintenance of all vehicles, roadways, sidewalks, and other related Town-owned facilities and public works projects.
9. Assist in the review of the Town flood control projects and make recommendations to the Director for improvements in or repairs to these facilities.
10. Take individual responsibility for working in a safe manner and adhere to, and comply with, all Town policies.
11. Maintain an accurate record and file system of all activities.
12. Perform such other duties and responsibilities as required by the Director and the Manager.
13. Perform the duties of the Director in his/her absence.

#### **SKILLS AND EXPERTISE**

The Assistant Public Works Director shall:

1. Possess a degree in Civil Engineering or Construction Management. Three (3) years experience in a similar field may be substituted for educational requirements.
2. Have a working knowledge of road, water and sewer construction techniques, some expertise in flood control, storm drainage and surveying desired.
3. Be able to excel in a team oriented, customer driven environment.
4. Be able to direct employees, administer budgets and deal with the public.
5. Be able to read and interpret statutes and ordinances that impact upon public works.

6. Possess ability to make public presentations to Select Board members and other Boards.
7. Possess an ability to communicate well with the public and community leaders.
8. Possess a valid Vermont Driver's License.
9. Be assertive, self-motivated, and able to work well in a demanding fast paced work environment.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The Assistant Public Works Director shall be able to:

1. Stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
2. Lift and/or move up to 75 pounds.
3. Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.

**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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Employee

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