

PENDING FINAL APPROVAL

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under direction, plans, organizes, and directs the programs and activities of a comprehensive public works department such as road, sewer, and water line construction, repair, and maintenance; sanitation operations; maintenance, and repair; landscape and tree maintenance; and water and/or sewage treatment; does other related duties.

NOTE: The examples of work for this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Develops, administers, and implements a variety of public works programs including but not limited to the construction, reconstruction, and improvement of streets, roads, bridges, public buildings, water and sewer facilities, and recreation facilities.

Develops and implements a comprehensive fleet vehicle and maintenance program. Manages all vehicle and equipment acquisition, repair, disposal and ensures all licenses, inspections and registrations are current.

Gives assignments and instructions to individuals and groups and supervises their work.

Establishes priorities among work programs and implements plans.

Manages work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Coordinates the work plans of various functional units. Prepares, inspects, and approves plans and specifications, and consults with general contractors and engineer on construction projects.

Ensures that safety precautions are followed and that procedures are taken to protect the public from injury during repair activities.

Ensures that proper safety precautions are taken by employees.

Prepares the annual budget and capital improvements budget.

Directs studies of public works functions.

May have charge of the administration and supervision of a water supply and/or water treatment and/or sewage treatment system and/or public wastewater collection system.

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Supervises the use of equipment.

Supervises the maintenance of records and files.

Operates snow plows and road equipment.

Prepares reports and correspondence.

Collaborates and interacts with regulatory agencies including, but not limited to Federal EPA, NJ DEP, Federal, State and County DOT, POSHA to ensure compliance.

REQUIREMENTS:

EDUCATION:

Possession of a Bachelor's degree from an accredited college or university.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Six (6) years of experience in the development, administration and implementation of public works or other similar construction/maintenance programs, including responsibility for budgeting and supervision, four (4) years of which shall have included management responsibilities.

LICENSE:

Must possess certification as a Certified Public Works Manager (CPWM) issued by the New Jersey Department of Community Affairs, Division of Local Government Services.

Must possess required licensing for the operation of public wastewater collection systems, public wastewater treatment system, public water distribution systems, public water treatment systems of the appropriate class issued by the New Jersey Department of Environmental Protection (W-2, C-2, T-3).

Appointees must possess a driver's license valid in New Jersey and a Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

KNOWLEDGE AND ABILITIES:

Knowledge of management principles and techniques.

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Knowledge of procedures used to make routine and complex repairs to water and sewer equipment, and in the construction, maintenance, and repair of streets and roads.

Knowledge of construction plans and specifications.

Knowledge of problems and procedures used in supervision of construction projects.

Knowledge of problems involved in supervision of various public works construction and maintenance projects.

Ability to coordinate varied interrelated departmental programs and activities.

Ability to read and interpret rules, regulations, policies, and procedures related to the organizational unit, and apply them to specific situations.

Ability to apply management principles and techniques to problematic and other situations.

Ability to supervise the work of subordinate staff.

Ability to read, analyze, and interpret construction plans and specifications.

Ability to work harmoniously with general contractors, associates, subordinates, and others involved in public works programs and activities.

Ability to participate in the development of construction projects.

Ability to prepare reports and correspondence.

Ability to establish and maintain records and files.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Approved:

Personnel Committee Chair

Date

Mayor

Date