



**Town of Hamilton
Position Description**

Position Title: **Director of Public Works**
Works
Reports To: Town Manager

Department: Department of Public

Date: 2014

GENERAL DUTIES

Directs six (6) divisions (highway, cemetery, parks and public property, garage, water production, and water distribution) and three (3) programs (solid waste, recycling, and composting). Performs complex administrative and professional functions while overseeing staff and operations.

SUPERVISION RECEIVED

Works under the direction of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over clerical, administrative, maintenance and DPW and Water Enterprise professional staff.

SPECIFIC RESPONSIBILITIES

Supervises foremen of the Highway, Parks and Fields, Water Enterprise, Waste Management, Facility Management and Cemetery and helps them develop effective management of their staff and operations.

Prepares and documents budgets, administers adopted budget to maximize the return on funds spent.

Plans, organizes, coordinates, supervises and evaluates programs, services, staffing, equipment (including PC use and out-sourcing) and infrastructure of the Department of Public Works and the Water Enterprise and coordinates either directly or indirectly, Town building repair and maintenance and capital projects.

Directs the preparation of engineering plans and specifications, bidding, assesses the competency of contractors and vendors as well as the selection criteria for public contracts.

Plans, prepares and insures, through the appropriate follow through, the maximum funding from available Federal and State grants. Prepares and submits funding requests to the Community Preservation Committee.

Maintains the supply and quality of Town water, meeting all State and Federal Regulations and ensuring all required tests are accomplished on time. Prepares and submits Consumer

Confidence Report and Annual Statistical Reports and works with MDEP on all Water-related issues including violations

Evaluates public works and water needs and formulates short and long range plans to meet needs in all areas of responsibility, including street, water, drainage, landfill closure and cemetery and park maintenance. Supervises the review of private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.

Directs the development of the Town of Hamilton road, water, and sidewalk improvement plans including the capital improvement program and its funding, including all Chapter 9- documentation and submittals.

Supports other departments in the planning and development of their capital improvement plans, with a goal of adopting a cost effective solution to the improvement, when the expertise of the Director of Public Works is required.

Monitors project management for the construction of municipal public works projects and reports on key milestones.

Oversees assigned projects to ensure contractor compliance with scope, time, prevailing wage and budget parameters for the project.

Coordinates the preparation of reviews and updates the water, storm drainage, street system maps and comprehensive plans, including NPDES storm water requirements and Best Management Practices (BMP's).

Responds to public or other inquiries relative to department policies and procedures.

Evaluates issues and options regarding municipal public works and the Water Enterprise and makes recommendations on the resolution of town needs. Provides recommendations for water rate adjustments to the Town Manager and Board of Selectmen in order to meet budgetary and capital needs.

Maintains regular contact with consulting engineers, construction project engineers, County, State and Federal Agencies, professional and technical groups and the general public regarding department activities and services.

Determines applicable codes, regulations and requirements for assigned projects. Required to oversee all trench work.

Determines work procedures, prepares work schedules and expedites work flow. Acts as DPW representative for events involving FEMA, MEMA, and other Incident Command Operations.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Monitors professional licenses to ensure that the Department meets all requirements including: (1) Water Operator; (2) Water Distributions; (3) CDL; (4) Hydraulics/Heavy Equipment; and, (5) Community Swimming Pool.

Maintains harmony among workers and resolves grievances. Monitors and coordinates all vacation, personal, and sick time requests to ensure proper functionality of the DPW.

Encourages and plans for employee training in order to develop the necessary skills and knowledge required by the Department of Public Works and Water Enterprise. Acts as Department safety supervisor for all activities.

Responsible for preparation of the annual statistical and consumer confidence reports

DESIRED MINIMUM QUALIFICATIONS

- 1) Graduation from a four year college or university with a degree in civil engineering, public administration or a closely related field and
- 2) Minimum of ten years progressive experience in a public works supervisory setting, or
- 3) Any equivalent combination of education and management experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- 1) Municipal management experience.
- 2) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Town Officials and the general public. Ability to compile comprehensive reports.
- 3) Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting, thorough knowledge of applicable municipal laws and regulations affecting a Department of Public works.
- 4) Considerable knowledge of water regulations, systems and treatment plants.
- 5) A commercial driver's license is required and a PE registration is preferred.