

## **TOWN OF FAIR HAVEN**

### **Job Description**

#### **Department of Public Works Chief**

#### **Summary of Duties and Responsibilities Department of Public Works Chief**

The Chief plans, organizes, directs and coordinates all phases of work connected with the highways, storm drains, sidewalks/crosswalks, Public Works building, vehicles & equipment, hydrants, transfer station, water and sewer lines, park, playgrounds, airport, and cemeteries. Also, the Chief is responsible for directing and supervising the day-to-day operations of the Public Works Department and its personnel. The ~~Superintendent~~ Road Foreman / Manager of Public Works reports to the Town Manager.

#### **Specific Duties and Responsibilities**

1. Responsible for addressing performance and Personnel Policy issues in DPW.
2. Supervises and coordinates the day-to-day operation of Public Works, including the Highway Department, Transfer Station, and town cemeteries (Cedar Grove and West Street Cemeteries).
3. Plans and coordinates work projects. Makes recommendations to the Town Manager and executes projects when approved.
4. Prepares annual budget requests for maintenance, personnel and capital improvements relating to public works, water/sewer lines, and cemetery maintenance.
5. Oversees crews assigned on the water and sewer lines, roadways, culverts, and parking area repairs.
6. Oversees Transfer Station, employees.
7. Supervises plowing, sanding, retreatment, resurfacing and salting of roads and walks.
8. Acts on all public works complaints, problems and emergencies.
9. Maintains time and attendance records and reports of activities.
10. Supervises the care and maintenance of equipment; and, be able to operate and maintain vehicles, equipment, and other mechanical items.
11. Conducts any crew- and mechanical-related work, as may be necessary to ensure the duties and responsibilities of the Department of Public Works are carried out.
12. Carries out other duties and responsibilities as required by the Town Manager.

## **Equipment and Job Location**

Equipment typically used in this position includes but is not limited to:

Snow plow, salter/sander, pickup truck, dump truck, backhoe, loader, hand shovel, pick ax, air compressor, jack hammer, tapping machine, chain saw, pipe & metal locating equipment, leak detector, sewer cleaning equipment, ditch compactor, cement mixer, and other equipment necessary to carry out the duties and responsibilities of the position.

Work generally is performed outdoors regardless of weather. The DPW Chief must be able to adapt to changing environmental conditions and to handle the position's physical requirements. Work exposes the Superintendent to noise, machinery and its moving parts, fumes, and chemicals. Also, work requires being in high places and working with dangerous machinery and sharp tools.

Work require project management and computer skills. Will assist the Town Manager with applying for and managing grant programs.

## **Minimum Qualifications**

1. High school diploma with two (2) additional years of education in a technical school or previous experience in a public works department with prior supervisory experience.
2. Ability to direct and supervise personnel.
3. Ability to establish and maintain effective working relationships with Town officials, co-workers, employees of other departments, State & Federal agencies and the general public.
4. Ability to operate all public works vehicles, equipment and machinery.
5. Knowledge of State municipal law (Title 24), State highway law (Title 19), Uniform Traffic Control Device Manual, VOSHA/OSHA regulations, local ordinances, policies and procedures.
6. Knowledge of typical municipal infrastructure and their operation (e.g., roads, sidewalks, culverts, water/sewer systems, solid waste, and cemeteries).
7. Must possess a CDL B (Commercial Driver's License) driver's license.