

# TOWN OF AVON JOB DESCRIPTION

**Job Title: Public Works Director/Town Engineer**

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**Exempt: Yes**

**Pay Grade: \$85,000 – 96,154 DOQ**

**Reports to: Town Manager**

**Department: Public Works**

**Date: January 8, 2021**

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## **JOB SUMMARY**

The Public Works Director manages, directs, organizes, and coordinates both the Public Works department and Stormwater Utility for the Town of Avon. This position is responsible for supervising the Public Works and Stormwater Utility staffs, implementing departmental policies, planning long-term programs, resolving difficult administrative problems, and managing departmental budgets. The Public Works Director manages capital, maintenance, and engineering projects and administers Public Works and Stormwater departmental service contracts. This position requires the use of independent judgment and initiative in making technical decisions and policy recommendations of considerable difficulty. The Director supervises professional, supervisory, and technical staff, and consults and coordinates with other Town officials and boards or councils. Work is performed under the general direction of the Town Manager and performance is evaluated on the basis of results achieved.

## **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the Public Works Director might be asked to perform. Other duties may be assigned. This job description is to incorporate any municipal ordinances created for the position of Public Works Director.

### **Essential Functions—Public Works Department:**

- Manages all operations of the Public Works department and Stormwater utility.
- Supervises Public Works and Stormwater Utility department staff.
- Develops and implements general Public Works Department policies, in consultation with Town Manager and Town Council, for maximum utilization of available financial resources, through appropriate allocations of manpower and equipment services.
- Prepares budget estimates for departments and submits to the Town Council for approval.
- Implements and tracks departmental budgets once approved.
- Prepares and tracks short- and long-range planning for Public Works department and Stormwater Utility, including capital improvements, equipment needs, and strategic planning.
- Manages capital, maintenance, and engineering projects and negotiates and administers departmental service contracts.
- Develops, communicates, and enforces regulations governing the use of utilities, streets, and other areas within the domain of the department.
- Administers the execution and administration of all inspections in accordance with all applicable federal, state, and Town codes.
- Resolves complaints from general public regarding Public Works projects.
- Installs private development targeted to become public infrastructure according to Town policies and ordinances.
- Tracks and releases bonding.

- Works with developers to resolve issues.
- Reviews development plans prior to Plan Commission to ensure they meet the Town's ordinances, and that all Town issues with infrastructure are addressed, including location of new streets, sidewalks, trails.
- Implements thoroughfare plans, subdivision control ordinances, trail, and sidewalk plans.
- Oversees the Town ADA and Title IV and appoints or serves as the Americans with Disabilities Act (ADA) and Title IV Coordinator.
- Supervises tracking and management of Public Works and Storm Water fleet and equipment, including acquiring new vehicles, maintain fleet, and tracking fuel usage.

**Essential Functions—Other/Administrative:**

- Oversees the maintenance of department records, personnel and payroll records, outside contracts, annual reports, etc.
- Acts as the primary point of contact for media releases for the department.
- Makes reports to the Town Council and appropriate committees.
- Develops and assists the Town in disaster planning efforts.
- Attends all regular Town Council meetings and other meetings as appropriate.
- Assists with employee development through proper delegation and participation practices.
- Facilitates the integration of training programs as required by state, federal, and local practices.
- Works with other departments in the identification and coordination of safety training for the Town staff.
- Works with other Town departments to develop and implement services.
- Investigates Workers' Compensation claims and accidents within the department.
- Ensures the department and the Town are in compliance with OSHA, NIOSH, EPA safety, health, and other state standards.
- Develops and implements personnel policies and procedures.
- Develops and implements recruitment and retention programs for employee positions.
- Coordinates with other regulatory agencies including local, county, state, and federal officials when necessary on matters involving emergency services.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

**Education and/or Experience:**

- Bachelor's degree in Public Administration/Public Management/Engineering.
- Minimum of **eight (8) years** work experience in public works, Stormwater or Engineering.
- Minimum of **five (5) years** work experience in a supervisory and/or management capacity.
- This position may require the use of personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Driver's License, and have an acceptable driving record.

- Residency not required, but must be available during severe weather and/or emergency incidents.

**Skills and Abilities:**

- Knowledge of automotive and construction equipment usage, maintenance, and related equipment.
- Knowledge of electrical systems.
- Knowledge of materials, methods, and techniques utilized in construction and maintenance activities of the department.
- Knowledge of public administration principles and practices.
- Knowledge of personnel management and supervision principles and practices.
- Knowledge of budget preparation principles and practices.
- Knowledge of privatization and contracting methods and techniques.
- Ability to read and interpret documents such as: policies and procedures; federal and state OSHA, NIOSH, and EPA regulations; and teaching materials such as handbooks, manuals, and computer manuals.
- Ability to organize, direct, and coordinate the activities of multiple departments.
- Ability to develop long range plans and programs and make major policy decisions on complex technical and administrative problems.
- Ability to work cooperatively and maintain a professional manner when dealing with Town officials, staff, and the general public.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to maintain all types of records, including staff personnel records, and to monitor budgets.
- Ability to make hiring and promotion recommendations and decisions.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Advanced ability to prepare reports for publication and presentation.
- Ability to perform a broad range of supervisory responsibilities over others.
- Ability to work independently, and with a team.
- Ability to maintain confidentiality of materials.

**Language Skills:**

- Ability to communicate effectively with other Town employees, officials, and the general public.
- Ability to communicate effectively in both written and verbal form.
- Ability to participate and perform effectively in all types of meetings and at public speaking engagements.

**Mathematical Skills:**

- Ability to perform basic math skills: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Skills:**

- Ability to define problems and respond within a variety of situations.
- Ability to think critically, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems independently.

- Ability to plan work and establish priorities.
- Ability to assign work, increasing or decreasing duties as needed.
- Ability to distribute work among co-workers or others.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.

## **PHYSICAL AND WORK ENVIRONMENT**

The physical demands and work environment described 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.

### **Physical Environment:**

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include: close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- The majority of work is performed in an office setting; however, employees may be expected to perform duties outdoors in all types of weather on emergency scenes.
- At emergency scenes the employee may:
  - Work at excessive heights via use of ladders or lifting devices, or go into tunnels utilizing proper safety techniques.
  - May be exposed to excessive heat, cold, wet, and hazardous situations.

### **Work Environment:**

- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work around distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.