

TOWN OF LEDYARD

PUBLIC WORKS DIRECTOR/TOWN ENGINEER

NATURE OF WORK: Performs highly responsible administrative and supervisory work. Plans, organizes, manages, and directs the activities of the Public Works Department in all functional areas of responsibility. Oversees and performs professional engineering services in the investigation, design, and construction of Town engineering projects and Water Pollution Control Authority (WPCA) projects. Provides engineering consultation and services to the Town departments, boards and commissions and participates in the technical review of subdivisions, and commercial and other development plans.

SUPERVISION RECEIVED: Works under the direction of the Mayor and the Water Pollution Control Authority (WPCA) on specific projects or duties.

SUPERVISION EXERCISED: Supervises all Public Works Department personnel and WPCA personnel, as specifically directed.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

PUBLIC WORKS DIRECTOR

Plans, organizes, manages, and directs the activities of the Public Works Department in the functional areas of civil engineering, road maintenance and repair, buildings and grounds maintenance, and department and Town vehicle and equipment maintenance, in accordance with established policies and procedures.

Establishes priorities for maintenance efforts and provides direction accordingly.

Administers operations of the department through subordinates in the functional areas of road maintenance, buildings and grounds maintenance, and vehicle and equipment maintenance.

Provides regular on-site supervision for department efforts and gives direction, as required. Oversees regular maintenance and improvement programs for roads and bridges. Oversees and directs road maintenance projects. Oversees property and vehicle/equipment maintenance, ice and snow removal from town roads and public areas, maintenance, repair, and improvement of town fields and facilities, and the maintenance, repair, and cleaning of town buildings and grounds.

Serves as the primary point of contact for emergency response in areas requiring Public Works Department support, personnel, and equipment.

Evaluates and establishes maintenance procedures and services. Proposes and directs adjustments in procedures and services in accordance with best management practices and to achieve highest cost-effectiveness and efficiency.

Evaluates infrastructure needs and develops detailed maintenance plans and schedules. Utilizes PC-based management software for planning and tracking department workload.

Maintains records of selected annual and on-going services rendered by the department for progress assessment and future planning.

Evaluates department equipment needs and develops and maintains related capital improvement plans.

Evaluates department facility needs and develops and maintains related capital improvement plans.

Develops documentation and reports, as necessary, to substantiate and justify infrastructure assessments, maintenance plans, and capital improvement plans.

Provides regular documentation and correspondence to Town legislative officials regarding status of operations and assessment of needs (operational, capital).

Conducts studies and prepares narrative and statistical reports for the Mayor and the Town Council, upon request.

Determines contracting needs and arranges for contractor services; monitors and guides contractor efforts.

Determines engineering consulting needs and arranges for consulting services, including surveying, design, contract administration, and inspection.

Attends various professional meetings, conferences, and training to glean job-specific information for improved operations and productivity.

Manages the department budget, including:

- Develops the annual budget, including rationale and priorities. Meets with Town legislative officials to advance the budget.
- Administers the adopted annual budget (general and special):
 - Approves all purchase orders and payment vouchers. Initiates purchase orders and payment vouchers, as required for accounts managed directly by the Director.
 - Initiates budget account transfers, as required.
 - Implements spending controls and work schedule adjustments according to budget constraints.

Provides key human resources services for the Public Works department.

- Initiates the recruitment and hiring process when an opening exists or is imminent.
- Develops and administers tests for applicants. Screens, interviews, and selects applicants.
- Represents the Town's interests regarding department labor issues.
 - Participates in Public Works union negotiations. Advances contract adjustments, as deemed appropriate for improved operations.
 - Administers work and discipline in accordance with the prevailing contract provisions.
- Administers the Drug and Alcohol Program in accordance with State of Connecticut Department of Transportation requirements.

Provides bidding support and negotiation services for the department for contracted services, engineering services, contractor services, materials, equipment, and facilities.

- Develops and provides bid specifications. Coordinates and assembles bid package development if consulting services are utilized.

- Provides liaison with prospective bidders.
- Evaluates bids and administers award.
- Initiates, engages in, and consummates negotiations with vendors, consultants, and contractors where bidding is not required or as afforded in the bidding process.

Provides contract administration services for awarded bids and for department contracts and agreements.

- Monitors services rendered and provides feedback as necessary to ensure acceptable performance.
- Conducts construction administration and on-site inspection for selected construction projects. Initiates, negotiates, interfaces with, and directs administration and inspection services of consulting engineers if such services are contracted out.
- Initiates contact and provides liaison with cognizant bond companies if contract default occurs or is a concern.

Conducts inspection of subdivision construction for approval and acceptance of road and drainage infrastructure. Advises town boards, commissions, and departments concerning related issues, such as bond release recommendations or plan deviations.

Meets and negotiates agreements with attorneys, contractors, and state and federal officials regarding public works matters.

Handles and provides direct liaison with the general public regarding inquiries, complaints, suggestions, etc.

Attends various Town meetings and forums to represent public works interests and addresses public and private groups on public works programs and issues.

Provides public education information for direct distribution in semi-annual newsletters, annual reports, and special mailings or newsletters, as required. Provides specific information in direct mailings in response to inquiries or complaints or as notification of impact for particular departmental efforts.

Provides regular and particular response to state agencies regarding annual or special reporting requirements related to public works areas.

Initiates and coordinates Public Works Department efforts in response to periodic eviction or ejection requirements.

Receives and approves driveway permit applications based on Town regulations and on-site inspection, and inspects and approves installed driveway aprons. Maintains related files.

Reviews and approves footing drain installation plans for site development.

Provides particular services as required by Town Ordinances and regulations.

Collateral Duties

Director of Sanitation Services

Plans, organizes, manages, and directs the activities related to refuse and bulky waste collection and disposal efforts in Town, in accordance with established policies and procedures.

Supervises Transfer Station operations and personnel.

Establishes guidelines and policies for Transfer Station operation, and proposes any changes in operations and rate structure to the Mayor and Town Council for approval. Implements policies as approved.

Provides public education information for direct distribution in semi-annual newsletters, annual reports, and special mailings or newsletters, as required, on matters related to waste disposal and recycling.

Acts as liaison for the Town in compliance issues and in other matters that relate to waste generation, collection, reduction, and disposal.

Provides key human resource services, bidding support and negotiation services, and contract administration services, as described for Public Works Director above, for sanitation division functional areas.

Meets and negotiates agreements with attorneys, contractors, and public officials regarding waste handling matters and compliance issues.

Evaluates Transfer Station and closed Landfill facility needs and develops and maintains related capital improvement plans. Develops documentation and reports, as necessary, to substantiate and justify assessments, maintenance plans, and capital improvement plans.

Provides regular documentation and correspondence to Town legislative officials regarding status of operations and assessment of needs (operational, capital).

Provides regular and particular response to state agencies regarding annual or special reporting requirements related to waste handling.

Tree Warden

Performs duties for the Town assigned by Connecticut State Statutes covering removal, cutting, and trimming of trees.

Provides public education information and direct notification related to tree management and maintenance efforts in the Town. Handles inquiries and complaints related to tree removal or trimming efforts.

TOWN ENGINEER

Oversees and performs professional engineering services in the investigation, design, and construction of town engineering and facilities.

Oversees and performs professional engineering services in the investigation, design, and construction of WPCA systems and facilities, as directed.

Participates in the technical review and inspection of subdivisions and commercial and other development planning, and the preparation and review of bond assessment and cost estimates for projects.

Provides engineering consultation and technical liaison and support services for town departments, boards, and commissions.

Attends various Town meetings and forums to represent WPCA interests and addresses public and private groups on WPCA programs and issues.

Provides bidding and negotiation services for the WPCA, as directed, for contracted services, engineering services, contractor services, materials, equipment, and facilities.

- Develops and provides technical information for bid specifications. Coordinates and assembles bid package development if consulting services are utilized.
- Provides liaison with prospective bidders.
- Evaluates bids and provides award recommendation input.
- Initiates, engages in, and consummates negotiations with vendors, consultants, and contractors where bidding is not required or as afforded in the bidding process.

Provides supervision to WPCA personnel, when and as directed.

OTHER JOB FUNCTIONS:

Performs related work as required.

QUALIFICATIONS PROFILE:

EDUCATION, KNOWLEDGE, SKILLS AND ABILITY

Graduation from a recognized college or university with a Bachelor's degree in engineering, civil preferred.

Basic knowledge of modern methods of design and construction of streets and stormwater drainage systems, water and wastewater treatment, water supply transmission, distribution, and storage, wastewater collection, and wastewater and water supply pumping systems.

Working knowledge of engineering and surveying procedures in road and highway construction and maintenance, and of engineering and architectural procedures in building construction and operation.

Working knowledge of construction methods, materials, and equipment.

Fundamental knowledge of laws and regulations related to public works programs and responsibilities and related to wastewater and water supply systems, or the ability to acquire such knowledge during a reasonable period of training and job performance.

Skilled in computer design and drafting. Considerable knowledge of and proficiency in the use of PC-based applications software as management and planning tools.

Ability to prioritize, organize, and perform work independently.

Ability to plan, organize, direct, coordinate, and evaluate work of employees.

Ability to adjust quickly to changing priorities in an often stressful environment.

Ability to make sound judgments in response to emergency conditions and during emergency operations.

Ability to manage, supervise, plan, direct, and coordinate multiple tasks of a complex, moderate workload.

Ability to prepare departmental budgets and manage within authorized appropriations.

Ability to establish and maintain record keeping systems.

Ability to establish, define, and implement organizational guidelines and public regulations.

Ability to prepare clear and concise oral and written reports.

Ability to communicate well and effectively, both verbally and in writing. Ability to present technical information in a clear, concise manner to non-technical personnel.

Ability to communicate concisely and effectively in various public speaking situations.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to exercise mature judgment in advancing employer's positions and interests in negotiations with contractors, vendors, public officials, attorneys, and union representatives.

Ability to establish and maintain effective and courteous working relationships with co-workers, subordinates, public officials, private contractors, vendor representatives, residents and other members of the general public, and to effectively and discreetly convey information.

EXPERIENCE AND TRAINING

At least six (6) years of progressively responsible experience in the field of civil engineering, with at least four (4) years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year for year basis, not to exceed two (2) years.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move objects up to and exceeding 50 pounds. Specific vision abilities required by the job include close, distant, color, and peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee works in outside weather conditions as well as in an office, and in so doing, works near moving mechanical parts and in precarious places; is occasionally exposed to wet, icy, and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, any of which may cause marked bodily discomfort; and on rare occasions, is exposed to risk of electrical shock, high pressure fluids and air, and vibration. The noise level in the work environment ranges from quiet to loud.

The employee must be free from mental or physical disorders which would interfere with performance of duties as described.

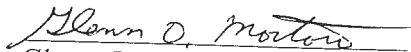
LICENSE OR CERTIFICATE

Licensed and registered as a Professional Engineer (P.E.) in the State of Connecticut.

OTHER

Possess valid Connecticut motor vehicle operator's license which will allow the employee to visit job sites, attend meetings, and carry out any other duties that would require travel to remote locations.

Adopted by the Ledyard Town Council on May 23, 2001


Glenn O. Mortoro, Chairman