TOWN OF STAFFORD
DIRECTOR OF PUBLIC WORKS
Job Posting – September 2019

Salaried non-union position exempt from overtime. Compensatory time may be granted by the First Selectman.

Salary: 85,000 – 90,000 based on experience and qualifications

Job Description - Public Works Director

Nature of work: This is administrative and technical work in directing and supervising the Town's Public Works operation. Work involves the responsibility for directing all phases of municipal public works, including dams and bridges, storm sewers, fleet maintenance, public municipal facilities and road maintenance. An employee in this class formulates policies and coordinates activities in accordance with general policies established by the First Selectman or Board of Selectmen. The Director of Public Works along with the Superintendent of Public Works exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees including the Department of Public Works Office Manager.

Essential Duties and Responsibilities: Responsibilities include directing the activities of the Town's equipment maintenance, infrastructure maintenance programs, and solid waste disposal programs. The employee is responsible for the preparation and monitoring of the department’s budget; the preparation, implementation of and adherence to procedures; and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public. Work is performed under the supervision of the First Selectman; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives. Directs and oversees highway, street and sidewalk maintenance and construction projects. They may have to create bid specifications and recommend vendors for projects. Directors are ultimately responsible for ensuring that all work is completed properly by contractors, vendors and public works staff members. They may also have to answer questions from the general public and relay all feedback with the utmost tact. Is also responsible for oversight of the Transfer Station and other municipally owned facilities. Is responsible for researching and implementing improvements to the operation of the departments in his/her charge, formulation of policies, and coordination of activities in accordance with general policies established by the First Selectmen. Handles complaints from the public as received by phone, email or at the department directly. Prepares the department budgets, controls expenditures and approves all requisitions. Advises the First Selectman of all Public Works activities and problems. Confers with subordinates during the development and progress of various projects. Gives general supervision to the repair and maintenance of all motorized equipment, including light and heavy trucks and all special equipment. Works with contracted professional engineers in designing and implementing projects, as assigned or requested by the First Selectman.

Requirements of Work: Extensive knowledge in construction methods, materials and equipment as applied in municipal public works. Considerable knowledge of the modern principles and practices of municipal public works administration. Working knowledge of finance, administration, and budgeting. Ability to organize, direct and coordinate the activities of the Public Works Department, including long
term planning. Ability to establish and maintain effective working relationships with employees, other town officials, and the general public.

**Training and Experience Required:** Considerable administrative and operational public works experience; graduation from a four-year college with major thrust in administration with course work in civil engineering; or any equivalent combination of experience and training. Must maintain a valid CDL A driver’s license. Functional Requirements: Must be available for after hour calls in an emergency.

**Job Environment:** Administrative work is performed in an office setting at the Warren Memorial Town Hall; occasionally position is required to perform inspections of work crews which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair. Requires the operation of an automobile, light truck, telephones, computers, copiers, facsimile machines, and other standard office equipment. May be assigned to be on call for 24 hours or more.

Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Review and enforce DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.

Design and layout projects that are done by town employees; oversee and inspects projects completed by outside contractors.

Prepares and administers operating budget for department; presents budget to the First Selectman, Board of Selectman and Board of Finance.

Develops department policies and procedures and assigns, trains and supervises staff. Submits oral and written reports to Town officials as needed.

Provides technical assistance for subdivision road construction to Land-use department.

Please send completed application, resume and letters of reference to:

Office of the First Selectman  
Attn: Beth A. DaDalt  
Warren Memorial Town Hall  
1 Main Street  
Stafford Springs, Ct 06076

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**Position open until filled**

The Town of Stafford is an Equal Opportunity Employer.