# Job Description- Public Works Director

# Position Scope

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City’s infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm, chemical feed systems, waste water treatment operations and sanitary sewer operations.

# Duties and Responsibilities

* Oversees budgetary operations and prepares budgets as required
* Promulgates regulations to ensure proper organization and use of personnel Plans and directs activities of the public works department
* Performs administrative activities of the public works department
* Coordinates formal and on-the-job training programs for new recruits
* Keeps records and prepares reports including personnel reports
* Develops and recommends policy options and alternatives for consideration by the Mayor and Board of Aldermen
* Responsible for various administrative and managerial duties
* Monitors and oversees the physical facilities of a local community or area. Create and plan long-term programs that will develop the growth of a community
* Monitors operations, recording all appropriate data accurately
* Effectively communicates operating status as needed to maintain efficient operation
* Communicates quickly and effectively on issues with systems and equipment to maintenance
* Maintains and repairs water-treatment equipment such as pumps, piping, and filtration systems
* Monitors running equipment, reads and records log entries
* Conduct inspections of oil water separators
* Conduct inspections of outfalls
* Conduct inspections and replacement of booms
* Performs data entry in computer as necessary.
* Performs other duties as assigned.

# Knowledge, Skills and Abilities

**Minimum Requirements:**

* High school diploma or equivalent
* Valid Driver’s License
* Experience in Environmental Science or Biology
* Licensed in GED, MSHA, III, NJ, ISO HSE, OIYequivalents
* Operate WWTP in accordance with the current NPDES guidelines and parameters
* Troubleshoot all equipment in the Wastewater Treatment plant
* Complete Chain of Custody thoroughly and accurately
* Ability to read, analyze, and interpret legal documents and governmental regulations.
* Ability to respond to common inquiries or complaints from the general public in a professional and courteous manner.

**Knowledge:**

* City ordinances and state laws
* Municipal public works such as planning, design, maintenance, and construction
* Municipal solid waste landfill planning, design, maintenance and construction
* Principles of budget preparation and expenditure control
* Federal, State, and local laws and regulations pertaining to public works and waste water operations
* Principles of Effective Management Skills.
* Ability to analyze, evaluate, and implement municipal public works and waste water programs/projects
* Strong communication skills
* Safe work practices.
* Maintain strong relationships with the city officials, employees, contractors, the general public, and representatives of other agencies.

**Skills and Abilities:**

* Work under adverse weather conditions
* Understand and interpret the, ordinances, laws and regulations
* Complete paperwork with specified time restraints
* Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
* Maintain confidentiality
* Handle multiple task simultaneously with frequent interruptions
* Ability to plan, organize and direct the work of public works personnel.
* Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
* Ability to prepare and create clear and comprehensive written reports.