

TITLE: COMMISSIONER OF PUBLIC WORKS

Department:	Public Works	Job Code:	3055
Division:	All	Date Created:	
Bargaining Status:	Unrepresented	Last Amended:	July 2009
Salary Range:	MC-11		
FLSA Status:	Exempt		
Class:	Unclassified		

GENERAL STATEMENT OF DUTIES:

Performs highly responsible administrative, managerial and professional work involving leadership and direction of a broad range of municipal public works functions. As charter designated Town Engineer, this position has charge of all matters involved in planning, design, construction, repair and maintenance of Town physical properties, including school pavement and drainage systems, but excluding school buildings. The Commissioner recommends, initiates and implements public works policy, provides departmental leadership, strategy, planning and direction and oversees budget development, personnel management and administration of all departmental activities.

The Commissioner receives administrative direction from the First Selectman.

ESSENTIAL FEATURES:

Oversees and directs the operation of the department; evaluates and administers public works programs such as engineering, waste water collection and treatment, highway, storm drainage, traffic engineering, solid waste disposal and recycling, building inspection, and building design and construction, and maintenance services for all Town physical property, except school property. Responds to emergency situations involving Town personnel, equipment, or buildings, or the general welfare of the public. Assures safe work practices and a safe work environment for all DPW employees.

Works to instill confidence, high morale and enthusiasm in all staff; continually communicates the vision of the Department to all its employees, works to ensure effective communication at all levels throughout the departments.

Confers with Town officials and the public to provide information and to resolve issues regarding public works projects and plans. Meets with community groups and individuals to respond to inquiries and explain objectives.

Directs and supervises environmental compliance, restoration, pollution prevention, energy conservation, and impact analysis programs for all town buildings and facilities. Negotiates for the purchase of land and easement for public works purposes. Maintains and evaluates existing Town facilities and supervises the administration of the sale of surplus Town property.

Drafts public works policy for submission to the First Selectman; develops a comprehensive department Strategic Plan, directs and implements a broad range of approved municipal public work projects; develops plans for short, mid-range and long term resource and scheduling requirements to meet objectives. Continuously evaluates Department goals, projects and service requirements to establish needed resources and budgetary requirements.

Directs the preparation of the annual departmental budget and justifies budget requests before the First Selectman, the Board of Estimate and Taxation, and the Representative Town Meeting.

Directs the technical development and maintenance of the Capital Improvements Plan and coordinates capital planning with budgeting and time scheduling constraints. Serves as a member of the CIP Committee. Directs, prepares and presents annual budgets to First Selectman, Board of Estimate and Taxation, and the Representative Town Meeting. Directs and controls the expenditures of departmental fund allocations within the constraints of approved budgets.

Confers with federal and state agencies and with other municipalities on intergovernmental projects, programs, and coordinates regional public works efforts. Select consulting architects and engineers for a vast array of engineering projects and directs the supervision and inspection of these projects.

Ensures each division chief has and accomplishes a clear set of goals, objectives and priorities for their respective divisions.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

Oversees and directs the review of engineering plans, specifications, technical reports, and proposed ordinances and regulations for conformance to engineering standards.

Directs staff development and training; oversees and participates in employee performance evaluation; guides and participates in staff professional development; promotes equal opportunity in hiring; administers labor contracts, including grievance procedures.

Develops, plans and directs departmental emergency activities when Emergency Command Center is activated. Responds to emergency situations involving Town personnel, equipment, or buildings, or the general welfare of the public.

Provides technical advice and assistance to Town Departments, Planning and Zoning Commission and other related Boards and Commissions as required.

Oversees the issuance of building permits and inspection of buildings to ensure compliance with local, state and federal requirements.

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of municipal public works functions.

Thorough knowledge of the principles and practices of civil engineering as it applies to municipal public works and related functions.

Thorough knowledge of the principles and practices of public administration as it applies to a large municipal public works operation and a familiarity with the regulations governing public works operations.

Considerable knowledge of municipal organization, planning, finance and budgeting.

Skilled in public speaking, group presentations, and the ability to debate departmental goals and objectives.

Ability to instill in staff a commitment to excellence and customer driven quality service.

Ability to understand, clarify and simplify complex engineering issues and communicate these issues to a wide variety of government and non government customers.

Ability to actively listen and communicate ideas to inform and persuade others; ability to negotiate agreement and resolve divergent interests.

Ability to administer the activities of a large, complex municipal public works department and to supervise the work of others.

Ability to think strategically and to develop short and long term operational plans and programs.

Ability to make decisions within deadlines in an environment of limited and competing resources.

Ability to recognize the legal implications of policy decisions.

Ability to establish and maintain effective working relationships with superiors, subordinates, attorneys, contractors, officials of other agencies and the general public.

Ability to operate a motor vehicle in the State of Connecticut, and operate standard office equipment.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university in civil engineering, or a closely related field, plus 10 years of progressively responsible diverse public works administration experience including at least 6 years in a supervisory capacity, or an equivalent combination of education and experience.

SPECIAL NECESSARY REQUIREMENTS:

Must possess a valid Professional Engineer's (P.E.) license. Within six months of appointment must obtain a State of Connecticut P.E. license.