



TOWN OF PORTSMOUTH, RI
JOB OPPORTUNITY
for
DEPUTY DIRECTOR PUBLIC WORKS
EXCELLENT SALARY AND BENEFITS



Position Summary/Purpose:

The purposes of this position are to serve as second in command of the Department and to develop, manage, administer, supervise and direct the programs and activities of the Department in the functional areas of: road construction, maintenance and repair; sidewalk construction and maintenance; vehicle and central equipment maintenance; storm water systems maintenance and construction; maintenance of Town facility grounds; tree management and roadside mowing, etc. The Public Works Deputy Director is required to exercise considerable independent judgment in administering and managing the department resources and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control

Minimum Required Qualifications:

Must have an Associate degree in Construction Management or Public Administration with a Bachelor's degree preferred, 7+ years of construction experience, road construction and heavy vehicle driving experience, public works experience with a minimum of two years of supervisor experience included; engineering knowledge and experience preferred; **or** any equivalent combination of education, experience and training. Must have (or obtain within 1 year) and maintain CDL.

Application Deadline:

Application and full job description are available at www.portsmouthri.com and during business hours in the Office of Human Resources, Portsmouth Town Hall, 2200 East Main Road, Portsmouth, RI 02871. Applications must be received by the Human Resources Office **no later than 2:00 p.m., Friday October 5, 2018**. Applications may be submitted via email to lpuglia@portsmouthri.com

The employment policies and practices of the Town of Portsmouth are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

AN EQUAL OPPORTUNITY EMPLOYER

Lisa E. Puglia
Human Resources Director
lpuglia@portsmouthri.com

**TOWN OF PORTSMOUTH, RI
DEPUTY PUBLIC WORKS DIRECTOR**

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|------------------|--|
| Department: | Public Works |
| Reports to: | Public Works Director |
| Supervises: | Foreman, DPW Clerk, indirectly all DPW Operators, DPW Mechanic, Vehicle Mechanic/Maintenance |
| Position Status: | Exempt |
| Union/Non-Union: | Non-Union |

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Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, supervises and directs the operations of the Public Works Department including roads, bridges, sidewalks, vehicle maintenance and drainage projects and personnel plus similar tasks on Prudence Island.
- Assigns, supervises, plans and inspects all: road construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; street sweeping; roadside mowing; tree removal; vehicle/equipment maintenance; ice control and snow plowing operations.
- Organizes and implements emergency storm response system, including plowing and sanding of roads; inspects roads and bridges to ensure that driving conditions are safe.
- Meets with public at sites to address concerns or questions; deals with most difficult issues not handled by the Foreman.
- Reviews blue prints for new road construction to ensure regulations are met and reviews work of contractors to ensure roads are installed properly; meets with developers/contractors for pre-construction meetings.
- Assists Director with budget process.

- Assists Director with purchasing process and development of bid specifications and monitoring contractors; evaluates resources needed for various projects and orders supplies.
- Serves as Director of Public Works during absences.
- Supervises, trains, assigns work, counsels and evaluates employees.
- Supervises, shovels, plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. – uses CDL truck as needed.
- Assists Director with personnel functions of discipline, hiring and terminating employees with the approval and direction of the Town Administrator.
- Oversees preparing, maintaining and performing job site and work safety practices. Observes all OSHA requirements on work sites and in Public Works garage. Conducts all work in a safe manner and all work safety practices are followed.
- Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether or not the incident or accident was preventable.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site office and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with Associate’s in Construction Management preferred, over seven years of construction, road construction and heavy vehicle driving experience, public works experience required and a minimum of two years of supervisor experience included; engineering knowledge; or any equivalent combination of education, experience and training.

Special Requirements:

Must have (or obtain within 1 year) and maintain Commercial Driver’s License - Class B – CDL with airbrakes.

Must submit to CDL Drug testing regulations – DOT regulations.

Knowledge, Skills and Abilities:

- Thorough knowledge of the methods, materials and equipment used in the maintenance

- and construction of municipal roads and drainage systems.
- Thorough knowledge of the methods, techniques, materials and equipment used in road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair.
 - Thorough knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office.
 - Ability to develop short-term comprehensive plans for public works operations.
 - Ability to read blue prints and grade stakes.
 - Ability to prepare time and cost projections for public works projects and complete projects in timely manner; ability to prepare budgets.
 - Ability to prepare bid specifications for public works equipment, materials and supplies.
 - Ability to establish and maintain effective working relationships with town staff and the public.
 - Ability to handle multiple projects and programs at one time.
 - Ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service.
 - Ability to plan, organize and direct emergency response programs.
 - Ability to follow and enforce rules, regulations and procedures.
 - Good verbal and written communication skills.
 - Aptitude for working with drawings; aptitude for working with construction projects.
 - Skill in using snow plows and CDL vehicles.
 - High level of customer service skills.

Supervision:

Supervision Scope: Performs a wide variety of technical, administrative and supervisory responsibilities requiring an extensive knowledge of public works functions such as: road construction, vehicle maintenance, storm water drainage maintenance functions and knowledge of department standard operating procedures. Must exercise use of judgment on safety procedures and initiatives to accomplish competent service delivery.

Supervision Received: Works under the direction of the Public Works Director; follows established department and safety procedures.

Supervision Given: Supervises the Public Works Foreman, DPW Mechanic and Vehicle Mechanic/Maintenance. Provides direction to DPW Clerk. Indirectly supervises all DPW Operators; develops job direction, assigns tasks, provides instruction as needed, and monitors performance.

Job Environment:

Work is performed in a garage, yard, and field locations including traffic. Usually noise levels

are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles; working near mechanical moving parts and exposed to electrical shock on occasion; may work at sites with uneven surfaces on occasion. Work is performed inside and out-of-doors in all weather conditions. Work is also performed in DPW office.

Requires the operation of light and heavy trucks including CDL truck. Also, requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contacts with the general public to handle resident’s questions onsite, contractors and vendors. Most contacts are with fellow employees in the Department or other Town departments. Communication is frequently in person by telephone, fax, email, and in writing.

Errors in judgment or omissions could result in delays in service, rework, loss of funds, injury to employees, personal injury, damage to town roads or equipment and potential liability.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Outdoor weather conditions | | | X | |
| Work in high, precarious places | | X | | |
| Work with toxic or caustic chemical | | X | | |
| Work with fumes or airborne particles | | X | | |
| Non-weather related – extreme heat/cold | X | | | |
| Work near moving mechanical parts | | X | | |
| Risk of electrical shock | | X | | |
| Vibration – CDL trucks | | X | | |
| Other – road traffic | | | X | |
| Other – emergency storms | | | X | |
| Other– working on uneven surfaces | | X | | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Varies during year and project | | | | |
| Standing | | | X | |
| Walking | | | X | |
| Sitting – driving and office work | | | X | |
| Talking and hearing | | | | X |
| Using hands/fingers – grip – for driving – working on computer | | | | X |
| Climbing or balancing | | | X | |
| Stooping, kneeling, crouching, crawling | | X | | |
| Reaching with hands and arms – mostly driving | | | X | |
| Tasting or smelling | | X | | |
| Bending, pulling, pushing – related to manual | | X | | |

| | | | | |
|---|--|--------|---|--|
| labor | | | | |
| Other – driving – more in winter | | | X | |
| Other – heavy equipment – backhoe, sweeper, catch basin cleaner, front load | | Rarely | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------------------------|------|-----------|------------|----------|
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | | X | | |
| Up to 75 pounds | | X | | |
| Up to 100 pounds – with two people | | X | | |
| Over 100 pounds – with two people | | X | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | | X | | |
| Moderate noise (computer, light traffic) | | | X | |
| Loud noise (heavy equipment/traffic) | | | X | |
| Very loud (jack hammer work) | | X | | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)