

**DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No. 165-1
Title of Position Director of Public works – Vacancy exists in the Department of Public Works
Salary Range \$106,189-\$111,487
Date Posted: June 14, 2018 **Deadline For Applying:** June 28, 2018
Remarks Examination Weight: 100% Education & Experience – **Unclassified Salary Position**

Statement of Duties

The Director of Public Works shall supervise, manage and coordinate the various divisions of the department of public works and serve as the principal advisor to the Mayor regarding public works issues. Plans, organizes, implements, directs, coordinates, and evaluates the programs, activities, and special projects for the clean city, traffic control, roads and sidewalks trees and grounds, facilities management and maintenance and vehicle fleet management divisions, maintenance of city parks and playgrounds, ballfields and gateways, refuse and recycling pickup and disposal, maintenance of city buildings and grounds, directs and evaluates the activities of subordinate supervisors. Directs, schedules all maintenance and repair of all municipal roads, causeways and bridges including grading patching and resurfacing; installation of curbing and drainage systems, snow-removal, sanding and street sweeping and removal of bordering underbrush. Provides specific general directions to entire forces as necessary to insure compliance with policies and directives. Serve in an advisory capacity for all areas of public works. Determines work priorities. Plans, directs, staffs, controls, manages and evaluates Council adopted programs and projects, develops presentations and attends City Council meetings to provide assistance, develop goals and objectives and receive and provide information as appropriate. Provides coordination and supervision of employees in the field; instructs personnel regarding procedures and specific tasks. Disciplines force members as necessary and in accordance to City policy or union contracts. Prepares short and long range plans for acquisition, development and maintenance as they relate to equipment, materials, and property used for improvement and maintenance of roadways, parks, and common areas, city buildings and city fleet management programs. Determine requirements and prepare specifications for all required equipment. I.e. trucks, snowplows, sweeper, and sanding equipment and attachments road rollers and graders, backhoes, power mowers and other equipment as essentially required on an as needed basis. Prepare RFP for items that need to go out to bid in accordance with City purchasing policies and City Ordinance. Prepares or supervises the preparation of construction, professional and other contracted services proposals requests, responsible for storm water inventory, analysis, design, management and implementation, evaluates proposals and recommends awards; appraises implementation requirements; obtains necessary approvals; reviews the work of and results achieved by contractors and contract administrators. Develops program mission and values, systematically monitors program accomplishments and revises department goals and objectives to meet the City and Community needs. Institute cost effective procedures. Prepares the annual departmental budget proposal, including the capital improvement program, and maintains control over expenditures; and prepares reviews. Directs through subordinate supervisors and departmental personnel, the effective administration of services necessary for the City. Supervises snow removal in a manner which recognizes the needs of the City and the sensitivity of the issues. Interacts in a professional and responsible manner with city staff and the public and maintains contact with regulatory agencies at the state and federal levels in the areas relating to the position as director of public works. Responds to citizen's requests and complaints; investigates and resolves problems as needed; attends city boards and commissions meeting as required; meets with citizens to resolve operating and other problems; meets and confers with vendors; administers construction, services, and other contracts. Shall be on 24-hour call for emergencies, may be required to work hours beyond regularly scheduled work to attend meetings. Performs similar or related duties as required, directed, or as situation dictates.

Special Remarks

Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicants from being considered.

Education & Experience

Four year Bachelor's Degree from an accredited college or university or technical school; with at least five years of supervisory and administrative experience in private industry and/or public agencies, engineering and/or construction or substantially equivalent experience such as work experience in parks management, experienced in storm preparation and operations, building maintenance programs, sanitation and recycling, road re-surface and repair; or any combination of education and work experience to successfully complete the duties and responsibilities. Must possess excellent communication and computer skills using Microsoft Office Works. Municipal government experience is preferred.

T.D.D.: 739-9150

Telecommunications for the Deaf

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>