



TOWN OF SMITHFIELD

JOB DESCRIPTION

PUBLIC WORKS DIRECTOR

GENERAL SUMMARY: The Public Works Director shall have general control and supervision of operation of the Public Works Department including the water and sewer enterprise funds and shall, subject to the approval of the Town Manager, make rules and regulations relating to the operation of the Department. The Director shall oversee all functions and services of the town relating to streets, highways, sidewalks and bridges, street lighting, storm sewers, public parking lots, water and such other related functions as may be required now or hereafter, by this Charter or Ordinance.

ESSENTIAL FUNCTIONS:

1. **Roads, Bridges and Causeways:** Direct the 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. Initiate action for and participate in negotiations for easements through property where entrance and egress are essential to operations of work crews; to construct and improve highways adjoining and contiguous to land of landowners; construction of drainage structures and / or other activity essential to highway and drainage control throughout town. Prepare detailed specifications for and participate in the review of bids for major road, bridge, and causeway repair and / or installation in the negotiations and award of final contracts; inspect work in process at specific stated intervals; reject work not in conformance with specifications; and accept satisfactory completed work for payment. Participate in meeting with representatives or industrial and commercial firms contemplating locating in Smithfield as well as with representatives of potential plat developers (residential, business and industrial areas) on construction and maintenance of required roads, bridges, and causeways and related drainage systems. Work in cooperation with the State of RI on the maintenance of state roads throughout the town and in state aid programs for resurfacing. Serve in advisory capacity to all boards and commissions of the town involved in land-use programs.

Responsibilities include:

- a. Scheduling and accomplishing minor repairs, including painting to the exterior and interior of the municipal buildings by labor of Public Works crews or by contract. Prepare detailed specifications for and participate in the review of bids for major building repairs of renovations and in the negotiations and ward of final contracts; inspect work in process; reject work not in conformance with specifications and accept satisfactory work for landscaping; grass cutting; shrubbery maintenance; repair and or installation of sidewalks parking lots and driveways including snow removal and sanding.
 - b. Maintaining all active and passive areas in an acceptable condition. i.e. removal of trash; removal of underbrush; clearance of walks and roadways.
2. Equipment: 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 a as needed basis. Schedule maintenance and the establishment of replacement schedules for incorporation in a realistic capital budget. Deal directly with equipment manufacturers in the review of specifications for final recommendation to the Town Council on equipment procurement. Incumbent is further responsible for the procurement of all necessary replacement parts and collateral equipment including hand tools required in the maintenance and repair of equipment.
 3. Utilities: Incumbent is responsible for representing the town in all matters relating to public utilities such as installations of power lines; provisions of adequate lighting on all roads, bridges and causeways under municipal control; and determining adequate rates in conjunction with the Public Utilities Commission for the sale of water by the Smithfield Water Supply System.
 4. Environmental Management: Responsible for the administration of all pest control programs and the administration of the contract for trash and garbage removal throughout town. Including follow-up on the adequacy of the service being provided and adherence to schedules specified in the annual contract and proper disposition of the trash and garbage at authorized land-fill areas.
 5. Management: Plans, organizes, manages, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies in accordance with Town's Personnel Policies and Procedures.

6. Responsible for preparing, justifying and submitting the annual budgetary requirements for the operation and administration of the Public Works Department and Water Supply Enterprise Fund to the Town Manager.
7. The Director of Public Works shall also perform such other related functions as may be required now or hereafter, by the Smithfield Town Charter, Ordinance, State Law or as assigned by the Town Manager.

JOB REQUIREMENTS:

1. Must possess a valid Driver's License.

Experience/Education:

1. Bachelor of Science Degree preferred in Engineering or a related field. High School Diploma or G.E.D required.
2. Minimum of five years of supervisory and administrative experience in private industry and / or public agencies, engineering and / or construction or substantially equivalent experience.
3. Ability to communicate effectively both orally and in writing with employees, consultants, town officials and the general public. Be familiar with or acquire knowledge of the legislation of the State of RI and the public utilities in the administration of municipal public works operations and to exercise tact and diplomacy in all dealing with the general public.
4. Highly qualified to establish and execute detailed work schedules and records; property and equipment control and security and be skilled in the management of personnel.
5. Experience in sewer and water operations and associated public laws and regulations.
6. Experience in all public works department operations and in refuse, collection, disposal and recycling (preferred.)
7. Proficiency in interpretation of construction plans and drawings for roads, drainage, etc.

Other:

1. Institute cost effective procedures.

2. Motivational ability within the DPW work environment.
3. Ability to work effectively in a team environment.
4. Ability to coordinate a variety of inter-related tasks and responsibilities.
5. Ability to meet deadlines.
6. Strong computer experience in Microsoft office and billing programs.
7. Ability to work nights, weekends, etc. especially in inclement weather conditions.
8. Ability to attend evening meetings when required.

PHYSICAL REQUIREMENTS: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements; however, reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

1. Ability to sit at a workstation for extended periods of time.
2. Ability to stand, walk, bend, twist, kneel, crawl, squat, climb, reach grasp, and pinch, occasionally.
3. Ability to talk and hear, both by phone and in person.
4. Ability to lift, carry, push and pull up to 50 lbs.
5. Vision abilities require close vision, color vision and ability to adjust focus.
6. Ability to drive a registered vehicle and operate standard office equipment.
7. Ability to work in a concentrated workplace with other co-workers.

SALARY: As stipulated by Town Manager.

2/2018