

Town of Milton

115 Federal St
Milton, DE 19968



www.ci.milton.de.us

Phone: 302-684-4110

Fax: 302-684-8999

JOB DESCRIPTION

Job Title: Public Works Director

Reports to: Town Manager

Classification: Exempt

Hours: 40 hrs/week

Prepared by: Wilmer E. Abbott

Approved by: Mayor Newlands

Date Approved: November 16, 2012

Last Revision Date: November 16, 2012

SUMMARY

The Public Works Director is responsible for the supervision departmental staff and the management of municipally-owned public works and utilities in the Town of Milton. This includes, but is not limited to, the Water Department, sanitation services, street and sidewalk maintenance, parks and recreation and all municipal buildings. The position requires the ability to plan and execute a program of services through subordinates, contractors and consultants. The Public Works Director is appointed with the majority approval of the Mayor and Council. The position reports to the Town Manager.

Distinguishing Features of the Class

- 1) The Public Works Director works directly with both the public and businesses. This requires the ability to effectively articulate the Municipal Code and policies relevant to divisions and services under the supervision of the Public Works Director.
- 2) The Public Works Director must have demonstrable education and experience with the operation of a public water utility in the State of Delaware. Experience with the coordination of engineering and construction services related to streets, sidewalks, storm water management, parks and recreation and relevant aspects of emergency management is necessary.
- 3) Work requires the ability to comprehend and communicate technical issues in a multi-tasking environment. The Director will dedicate an equivalent amount of time to both managerial and labor-intensive tasks.

American with Disabilities Act Requirements

This is moderately heavy work requiring the exertion of more than 50 pounds of force occasionally and in excess of 20 pounds of force frequently or constantly to move objects. Labor-intensive tasks require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing and pulling. Visual acuity is required for both depth perception and color perception, night vision, visual inspection involving small defects and/or small parts. Manual dexterity and strength is required for the use of measuring devices, assembly, fabrication or repair of devices or equipment at arm's length. The worker may be subject to adverse environmental conditions of temperature, noise and vibration for an extended period of time. Managerial work requires the ability to be seated for long periods of time and reaching, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

Public Works Director

Knowledge, Skills and Abilities

- 1) Must have a current Water Operator's license through the State of Delaware Division of Public Health Office of Drinking Water, with chlorination and fluoridation endorsements and documentation of the fulfillment of continuing education requirements.
- 2) Must have the ability to complete timely and accurate reports for regulatory authorities and grant agencies including, but not limited to: Delaware Office of Drinking Water, Delaware Division of Water Resources, the Delaware River Basin Authority, Delaware Department of Transportation, Delaware Emergency Management Agency and the Sussex County Emergency Operations Center.
- 3) Must have the ability to develop departmental goals and objectives, in conjunction with the Town Manager, as part of the budget process. Setting priorities and coordinating projects and programs for the achievement of these goals and objectives is essential.
- 4) Must have experience in planning programs and projects, coordinating activities of subordinates and engineers or contractors, periodically reporting progress of projects in writing and managing such programs and projects within a budget.
- 5) Must have demonstrable experience in the conduct of meetings. Such meetings may be educational, consultative or directive in nature. Conducting Safety Meetings is an essential function. The assignment of tasks, both verbal and written, is an essential function. Periodic review regarding completion of assigned tasks is an essential function.
- 6) Must have experience in communication and cooperative operations involving other departments and agencies including, but not limited to: Police Department, Building & Code Enforcement, volunteer fire department, state and county departments related to activities under the supervision of the Public Works Director and private contractors of the same.
- 7) Must have experience in communication with county or municipal government leaders, the public and representatives of agencies, corporations and not-for-profit organization representatives – in a public meeting format. Such communication requires courtesy, as well as technical competency. Providing monthly departmental reports, in writing and in electronic format, is an essential function of this communication ability.
- 8) Knowledge of applicable labor laws, the ability to administer personnel practices and the ability to conduct performance reviews is necessary.
- 9) Must be versed in Occupational Safety and Health Administration (OSHA) regulations, best practices for workplace safety, the maintenance of Material Safety Data Sheets (MSDS) and be able to effectively communicate these regulations, as well as municipal policies and practices to subordinates, contracted labor and contracted firms.
- 10) Will be responsible for continuous service of the Water System in accordance with Division of Public Health standards 365 days per year. Must be available, as scheduling may require, to conduct water quality tests and to respond to water emergencies in a timely manner.
- 11) Must possess a valid license to operate a motor vehicle, be eligible for comprehensive and liability motor vehicle insurance and be credit-worthy for the issuance of a municipal procurement card.

Education/Qualifications

The following combination of education and experience shall be the standard of qualification: An Associates degree (AA/AS) in business, engineering or a related field, from an accredited college or university, with three years or more of relevant supervisory experience; a high school diploma or graduate equivalency diploma (GED), with additional credentials specific to the operation of a public water utility and five years of relevant supervisory experience.

Public Works Director

Additional Requirements

- 1) Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
- 2) Employees must be fluent in the reading, writing and speaking of the English language.
- 3) Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
- 4) Employees may be required to obtain professional certifications, to update training and to affiliate with professional associations if management deems that it is necessary to continue to fulfill the obligations of this position. Attendance at and completion of such coursework is a condition of continued employment. **State of Delaware Water Operators License renewal every two years, without lapse, is specifically required.**
- 5) Direct deposit of employee pay is required.

Additional Responsibilities

- 1) The Public Works Director is expected to demonstrate a standard of excellence in punctuality, productivity and positive workplace attitude for all Town of Milton employees, as a key member of the management team.
- 2) Must maintain files and work area in an organized manner.
- 3) Must be willing and capable of fulfilling other duties, in this or other departments, as assigned.

Employee Signature

Date