TOWN OF BRIDGTON
PUBLIC WORKS DIRECTOR

POSITION NARRATIVE:

This is responsible administrative, supervisory and technical work directing the operations of the Town's Public Works Department, Transfer Station and the Parks Division. This is an appointed position in the Town of Bridgton, Maine.

Employee of this class is responsible for directing and coordinating the activities of the Public Works Department. Work involves the supervision of all staff involved in various activities, the preparation and administration of the departmental budget, and the scheduling of departmental activities and projects. Also serves as the Town's Cemetery Sexton and performs all duties as needed. Works with the E911 Addressing Officer to gather the information for 911 Street Naming and Numbering. Work is performed with considerable independence, subject to review through daily contact and observation reports and results achieved under the jurisdiction of the Town Manager. Supervises Employees and reports to the Town Manager.

LEVELS OF AUTHORITY AND DECISION MAKING:

___ ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

X DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

___ DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

SUPERVISION:

This position is supervised by the Town Manager.

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing):

Supervises and assists all Public Works activities including highway and road maintenance and construction, snow removal, building and equipment maintenance, parks and cemeteries.

Supervises long and short-term program planning for all divisions of the Public Works Department; prepares and administers the department's budget and approves all requisitions.

Advises the Town Manager on all Public Works activities and problems and confers with subordinates during the development and progress of various projects.

EXAMPLES OF WORK (continued)

Works with Manager on contracts for construction projects such as street construction or repair.

Ensures implementation and/or compliance with federal and state regulations relative to all Public Works activities.

Receives citizen inquiries or complaints and attempts to resolve the issues.

Coordinates and reviews plans and specifications prepared by consultant firms for municipal projects; works closely with MDOT in planning and development of projects in Bridgton.

Aids in hiring and disciplinary matters.

Works with Manager in preparing bid specifications for all equipment and projects and coordinates all purchasing.

Oversees the repair and maintenance of all municipal vehicles and equipment used by the Public Works Department.

Must operate motorized vehicles in the functions of the Public Works Department as needed.

Performs related work as required.

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:

Extensive knowledge of the modern principles and practices of public works administration as applied to the construction and maintenance of street, parks and cemeteries and other public works.

Working knowledge of these principles and practices as they apply to the planning, location, construction and operation of municipal streets, related systems, bridges, ramps, floats, docks, cemeteries and parks.

Extensive knowledge of and the ability to apply the principles and practices of organization, management, and personnel administration in the operation of a major municipal department

Ability to organize, direct and coordinate the activities of the several divisions of the department

Ability to develop long term plans and programs and to make sound decisions on matters of operations and administrative problems.

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION (continued):

Ability to establish and maintain effective working relationships with subordinate employees, other Town Officials and the general public.

Considerable knowledge of laws, ordinances and regulations relating to municipal public works operations.

Ability to operate various pieces of heavy equipment.

DESIRABLE EXPERIENCE AND TRAINING:

Graduation from college with a Bachelor's degree in civil engineering or closely related field with experience in municipal public works including work as a supervisor of Public Works Department. Activities include major road construction, drainage, maintenance activities, personnel management and budgeting; or any equivalent combination of experience and training.

NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid Class B motor vehicle operator's license with no driving restrictions or points that would affect the Town's liability insurance.