

FERGUSON TOWNSHIP JOB DESCRIPTION

Job Title: **Director of Public Works**

Department:	Public Works
Job Type:	Full Time, At Will/Non-Union
FLSA Status:	Salaried/Exempt
Pay Grade/Range:	32
Reports To:	Township Manager
Supervisory Responsibility:	Oversight of entire Public Works Department, with direct oversight of Superintendents, Foremen, Township Engineer, and an Administrative Assistant
Remote Work:	Upon Approval of Township Manager
Date:	January 2025

JOB SUMMARY: The Director of Public Works, under the direction of the Township Manager, is responsible for the effective and efficient operation of the Public Works Department. The position involves supervisory and administrative work in the delivery of municipal public works services. The position is primarily focused on administering and directing the operations of the Public Works Department, to include development of the departmental budget and a capital improvement plan, as well as directing, coaching, developing, and evaluating others.

ESSENTIAL JOB DUTIES: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position; it is not necessarily descriptive of all of the responsibilities that the incumbent will perform. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Management/Supervision:

- Plan, organize, and direct the workplan and activities of the Public Works Department. Assign priorities with regard to public works matters.
- Assess and monitor employee workload, identify opportunities for improvement, and implement changes.
- Create goals, objectives, and priorities for services, and implement them as needed.
- Responsible for the development, implementation, and update as necessary of a written practices and procedures manual that addresses matters of departmental operations. Establish annual employee training sessions to ensure that practices and procedures are implemented and followed with consistency.
- Oversee the scheduling of personnel and allocation of resources to meet service demands effectively and on a timely basis.
- In cooperation with the Human Resources Director, recommend personnel actions to the Township Manager including hiring, firing, training, promotion, employee resource management, staffing, policy followed by personnel, corrective action plans, and discipline. Recognize and support Public Works employees, maintaining positive employee relations.
- Ensure that the terms and provisions of the Collective Bargaining Agreement (CBA) for public works unionized employees are followed.
- Complete and conduct annual performance reviews for subordinates.

- Direct and monitor activities of senior subordinates and staff of the Public Works Department.
- Establish departmental performance indicators and ensure adequate training that will achieve goals of the Township's Strategic Plan and lead to employee competency and professional growth.
- Make decisions on assignments, delegation, prioritization of work, and deadlines.
- Prioritize the development and implementation of a inter/intra-departmental communication strategy in support of collaboration, efficient workflows, and teamwork with a shared understanding of workplace culture, values, and operational goals.
- Responsible for a Department training program and for ensuring that such training occurs and is recorded in personnel records.
- Assist, as needed, in union contract negotiations.
- Address employee concerns and conflicts in a timely and professional manner, fostering a supportive work environment.

Public Relations:

- Attend civic meetings, meetings of citizen and neighborhood community groups, and public gatherings upon request to explain functions of the Department in order to maintain favorable public relations and to foster community involvement.
- Respond to inquiries, complaints, and concerns by residents, contractors, media, and government agency representatives regarding technical engineering matters, Township policy, and administrative and public works projects.
- Recommend policy and guidelines to Township Manager regarding public works matters.
- Attend meetings of the Board of Supervisors and prepare and present reports and make recommendations as required.
- Attend meetings with consultants and developers.
- Prepare agendas, research subject matter, provide informational briefs to staff, and prepares reports.
- Closely coordinate with the Township Manager on matters of interest to news media. Prepare news releases as necessary.

Financial:

- Prepare annual operating budget and capital improvement plan for the Public Works Department. Project costs for maintenance and repair work, inventory and supply requirements, training, and personnel costs.
- Project number of employees needed at different times of the year to accomplish objectives.
- Review budgets and capital expenditure programs, monitor spending, and approve orders, contracts payments, and vouchers.
- Review monthly and year-to-date expenditures for each Public Works Department account to control departmental budget limitations.

Administration:

- Prepare, implement, and prioritize intra/inter-departmental communications of the annual work plan for the Public Works Department, overseeing construction, maintenance, and operation of Township properties, including streets, parks, storm sewers, buildings, grounds, vehicles, and equipment.
- Ensure compliance with federal, state, and local laws and regulations (Administrative Code) related to public works.
- Prepare biweekly, monthly, and annual reports on activities of the Public Works Department.
- Provide reports, information, and estimates on Township Public Works projects.
- Coordinate public works activities with other governmental agencies and local utilities.
- Review daily and investigative reports and summaries, project contracts, assignments, financing, and scheduling as well as policy, personnel, and CBA matters.
- Recommend project changes and provide approvals.
- Direct repair methods for Township facilities and roads; assign work.
- Serve as a member of the Township Safety Committee and other committees as assigned by the Township Manager.
- Manage Department-issued equipment and maintain records.
- Develop and maintain liaisons with other municipalities or other agencies.
- Coordinate activities with the Township Manager and other units of government as needed.
- Research, identify, plan, and implement continuous improvements within the Department.
- Responsible for completion of American Public Works Association (APWA) peer review process, comprehensive documentation submittals to earn accreditation for the Department, and maintain renewal requirements. Embrace the core responsibilities of the APWA Public Works Leader.

QUALIFICATION REQUIREMENTS: The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Education and Experience

- Bachelor's degree in related field with preference given to an engineering degree.
- Six (6) years' minimum experience in municipal public works.
- Five (5) years' minimum experience with personnel management of cross-functional teams.
- Experience with management of a departmental budget.
- Experience with interdepartmental collaboration.
- Preferred: Experience with project management and civil engineering.

Knowledge, Skills, and Abilities

- Ability to maintain confidentiality during employment and continued confidentiality after termination of employment.
- Ability to cooperate with elected officials, staff, and the public.
- Ability to direct, oversee and assist drafting and surveying operations in plan preparation.

- Possesses knowledge to determine engineering computations and the ability to calculate them.
- Ability to prepare, interpret, and utilize surveys, engineering plans, maps, and specifications.
- Ability to instruct and train other staff in methods and procedures.
- Ability to maintain all types of records and monitor budgets.
- Ability to provide expert advice with and without formal supervisory responsibility.
- Ability to make hiring and promotional recommendations.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employee performance.
- Ability to deal with public and subordinates in an effective and efficient manner.
- Must demonstrate excellent time management skills and the ability to consistently meet and adhere to deadlines.
- Ability to accurately type at a minimum speed of 40 WPM.
- Consistently demonstrated ability to maintain a professional image, including in all inter- and intra-office business relationships.
- Ability to speak, read, and write the English language at a level necessary for efficient job performance.
- Ability to calculate basic mathematical calculations (addition, subtraction, multiplication, division) without the aid of a calculator.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain professional demeanor, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.
- Ability to communicate effectively in both written and verbal form with elected officials, staff, and the public.
- Ability to comprehend and prepare reports.
- Ability to participate effectively in all types of meetings.

PHYSICAL STANDARDS AND WORK ENVIRONMENT: The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Standards:

- Possession of manual dexterity in order to type on a keyboard for long periods, use a mouse, write, and handle office equipment; ability to sit for long periods; balancing, stooping, kneeling, and crouching; mobility to be able to move around an office environment comfortably and safely; pushing, pulling, lifting (up to 20 pounds); grasping, feeling, and handling objects.
- Must possess sight/hearing ability so that the requirements of the position can be fully met, e.g. reading, using a computer, obtaining instructions, using the phone, interacting with staff, public officials, and residents.
- Able to work in a constant state of alertness and safe manner and maintain the standard of care that is appropriate for this position.

Work Environment: The work environment may include some or all of the following:

- The majority of work is performed in an office setting; however, employee may occasionally be expected to perform duties outdoors in all types of weather on emergency scenes or construction sites.
- May occasionally be exposed to air contaminants (clothes may get dusty, dirty, wet, or greasy), uneven terrain/various field conditions, excessive heat, cold, wet, and hazardous situations at job sites.
- Working under distractions (telephone calls, distractions, disturbances).
- Unpleasant social situations (necessity of dealing with irate or, disturbed individuals).
- Time pressures (frequent "rush" jobs, urgent deadlines, etc.)

Note: This job description is intended to provide a general overview of the position and does not encompass all tasks or responsibilities that may be required. Additional duties may be assigned as needed.

ACKNOWLEDGEMENT:

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and accept the position of **Director of Public Works** for Ferguson Township. I believe that I can perform the essential functions of the position with or without reasonable accommodation. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my job may change on a temporary or regular basis according to the needs of the Township without it being specifically included in this job description. If I have questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I have discussed any questions I may have about this job description prior to signing this form.

Employee's Signature: _____

Employee's Printed Name: _____

Date: _____