



Town of Fredonia Job Description

Position: Public Works Director

Department: Public Works

Reports To: Town Manager

Classification: Exempt

Salary Range: \$35,880-\$52,250

Job Purpose:

Primary Job Function

Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation. Plan, organize, direct, or coordinate activities of workers engaged in landscaping or groundskeeping activities, such as planting and maintaining ornamental trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, and other chemicals. The Public Works Director will plan, organize, direct and review the activities of the water and wastewater operations in the Public Works Department. Manage, supervise and participate in a wide range of maintenance and repair related projects involving public infrastructure for water and sewer, public utility operations, fleet and equipment, and base facilities accomplished in compliance with all applicable regulatory operational, procedural and budget guidelines.

Essential Job Functions

1. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
2. Schedule the project in logical steps and budget time required to meet deadlines.
3. Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
4. Prepare and submit budget estimates and progress and cost tracking reports.
5. Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
6. Take actions to deal with the results of delays, bad weather, or emergencies at construction site.

7. Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
8. Study job specifications to determine appropriate construction methods.
9. Develop and implement quality control programs.
10. Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
11. Establish and enforce operating procedures and work standards that will ensure adequate performance and personnel safety.
12. Inspect completed work to ensure conformance to specifications, standards, and contract requirements.
13. Schedule work for crews depending on work priorities, crew and equipment availability, and weather conditions.
14. Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.
15. Direct activities of workers who perform duties such as landscaping, cultivating lawns, or pruning trees and shrubs.
16. Plant and maintain vegetation through activities such as mulching, fertilizing, watering, mowing, and pruning.
17. Train workers in tasks such as transplanting and pruning trees and shrubs, finishing cement, using equipment, and caring for turf.
18. Provide workers with assistance in performing duties as necessary to meet deadlines.
19. Inventory supplies of tools, equipment, and materials to ensure that sufficient supplies are available and items are in usable condition.
20. Confer with other supervisors to coordinate work activities with those of other departments or units.
21. Perform personnel-related activities such as hiring workers, evaluating staff performance, and taking disciplinary actions when performance problems occur.
22. Direct or perform mixing and application of fertilizers, insecticides, herbicides, and fungicides.
23. Review contracts or work assignments to determine service, machine, and workforce requirements for jobs.
24. Order the performance of corrective work when problems occur, and recommend procedural changes to avoid such problems.
25. Investigate work-related complaints in order to verify problems, and to determine responses.
26. Direct and assist workers engaged in the maintenance and repair of equipment such as power tools and motorized equipment.
27. Install and maintain landscaped areas, performing tasks such as removing snow, pouring cement curbs, and repairing sidewalks.

28. Recommend changes in working conditions or equipment use, in order to increase crew efficiency.
29. Design and supervise the installation of sprinkler systems, calculating water pressure, and valve and pipe coverage needs.
30. Plan, direct, coordinate, supervise and review the work of assigned crews in scattered locations engaged in Public Works maintenance, repair, installation, construction, and vehicle maintenance.
31. Review, approve and may prepare requisitions for necessary equipment, material and supplies; Prepare equipment and bid specification documents.
32. Complete and maintain a variety of records and reports including time and materials records, work reports, and cost records.
33. Supervise, train, instruct, motivate, and evaluate employees.
34. Recommend and enforce safety requirements and inspect against those standards; assist in maintaining Material Safety Data Sheets (M.S.D.S.) records.
35. Represent the Town in resolution of citizen inquiries and complaints and suggest corrective actions; study maintenance functions and recommend improvements; process and resolve employee grievances.
36. Review and advise staff at various phases of work and give them specific support as needed; discuss work progress and ascertain the amount of materials, supplies and staffing level needed..
37. Monitor maintenance, repair, and capital improvement budgets of project sites to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.
38. Schedule, plan and coordinate staffing levels, equipment and supplies to complete designated tasks and within established budget parameters. Assign, review, and evaluate the work of staff for accuracy, suitability, and completeness.
39. Provide oversight and evaluation of contractor's work and verify work performed and billing for payment of work performed.
40. Estimate time and cost of projects to make the most economical use of Town labor and materials.
41. Participates in the development of capital improvement projects for compliance with Town specifications, regulations, and procedures.
42. Coordinates projects with other departments, agencies, or teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action. Develop notification letters and other public information documents as appropriate.
43. Develop and manage a preventative maintenance program for the Public works systems.

44. Assist the Finance Department, as necessary and/or required, in the coordination of meter reading billing, rate evaluation, delivery cost summaries, and turn offs/turn-ons.
45. Knowledge of testing, repair, and maintenance of all delivery system components.
46. Provide quality control/quality assurance for electric and water system operation.
47. Requires an understanding of the Underground Service Alert process, coordinating and providing service to other Town operations in the identification of underground utilities.

Job Knowledge

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
5. Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
6. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
7. Materials, methods, practices, and equipment used in water distribution and production, wastewater, and fleet maintenance operations;
8. Types and level of maintenance and repair activities generally performed in a water, wastewater, and vehicle maintenance program;
9. Occupational hazards and standard safety precautions necessary in the work as outlined in the Town's Injury and Illness Prevention Plan;
10. Principles of supervision, training, and performance evaluation;
11. Principles and practices of administration, budget and personnel management;

Job Skills/Abilities

1. The ability to communicate information and ideas in speaking so others will understand.
2. The ability to listen to and understand information and ideas presented through

spoken words and sentences.

3. The ability to speak clearly so others can understand you
4. Motivating, developing, and directing people as they work, identifying the best people for the job.
5. Managing one's own time and the time of others.
6. Talking to others to convey information effectively.
7. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
8. Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
9. Adjusting actions in relation to others' actions.
10. Determining how money will be spent to get the work done, and accounting for these expenditures.
11. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
12. Using mathematics to solve problems.
13. Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
14. Actively looking for ways to help people.
15. Teaching others how to do something.
16. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
17. Performing routine maintenance on equipment and determining when and what kind of maintenance is needed..

Desired Qualifications

Required Level of Education

High School Diploma (or GED or High School Equivalence Certificate)

Must possess a valid AZ CDL Driver's License (or be able to obtain one)

Related Work Experience

Over 2 years, up to and including 4 years

Physical and Mental Demands

1. Lifting, Climbing,
2. Sitting/Standing,
3. Walking,
4. Talking/Hearing,

5. Comprehension,
6. Organization,
7. Reasoning and Decision Making,
8. Mathematics.

Working Conditions

1. Extreme Temperatures: The ability to work in a cold/hot environment with proper protection for sustained periods of time;
2. Heights: the ability to work at varying heights while maintaining balance;
3. Noise: the ability to work in an environment with loud noise levels with proper protection;
4. Workspace: the ability to work in an enclosed space, the ability to work in a shared office space.