



Office of HUMAN RESOURCES

LISA SEYMOUR

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Town of East Hampton

Full-time Employment Posting

Director of Public Works

The Town of East Hampton is seeking a full-time Director of Public Works. This is a highly responsible and visible leadership position that reports to the Town Manager.

The Director plans, organizes, directs, reviews and evaluates the activities of the functional areas of roads, buildings and grounds, consolidated machinery and equipment maintenance and repair, recycling and municipal parking lots. The Director of Public Works also serves as Tree Warden for the Town.

Excellent management, finance and administrative strengths are essential, as well as relationship skills and the ability to work together with a wide range of interests and perspectives within the Town. Effective communication, motivation, planning and leadership skills are required. \$90,000-\$110,000 depending on experience, qualifications and education, plus benefit package. Job description and application are available at www.easthamptonct.gov.

Interested candidates should submit a cover letter, resume and application to the Town of East Hampton, Department of Human Resources, 20 East High Street, East Hampton, CT 06424, by 3/29/2019. EOE/M-F/AA.

Director of Public Works

The Director will be a creative and collaborative leader with exceptional relationship skills and the ability to work together with the wide range of interests and perspectives within the Town. Excellent management, finance and administrative strengths are essential attributes for success in this role. The Director will be an influential role model who maintains a high level of credibility through the strength of a positive value system, strong work ethic and the ability to incorporate a broad big picture perspective to town operations.

General Description

This is a highly responsible and visible leadership position. The Director plans, organizes, directs, reviews and evaluates the activities of the Public Works Department and in the functional areas of road maintenance and repair; building and grounds maintenance and repair, sanitary and storm sewers, solid wastes and recycling, municipal parking lots and consolidated machinery and equipment maintenance and repair.

The Director recommends departmental policies, develops programs, and work objectives for each division of the department and the Town and resolves supervisory and engineering problems.

Supervision Received

Works is performed under the general administrative direction of the Town Manager and is reviewed for consistency with Town policy and for results obtained.

Supervision Exercised

Supervises assigned technical and clerical employees

Essential Duties and Responsibilities

- Plans, directs, coordinates and oversees the total operation of all Public Works personnel and activities under the general direction of the Town Manager.
- Regularly reviews the operations of the Public Works Department for the purpose of evaluating effectiveness of operations, procedures, policies and practices and recommending to the Town Manager ways and means of improving services.
- Reviews the pattern and recommends the layout or repair of roads, bridges, streets, sidewalks and drainage as needed.
- Plans, directs and coordinates construction, inspection and maintenance of roads, bridges, streets, storm-water and including sewer and water systems, parks, playgrounds, structures and other town properties.
- Inspects, along with the town engineer and town planner, private roads for compliance with requirements governing subdivisions.
- Plans and directs the disposal of refuse and septage.
- Prepares annual estimates for inclusion in budget and directs the daily expenditures of allocated appropriations.
- Consults with town engineer on special technical engineering problems.
- Manages the Town Engineer on public works projects.
- Coordinates all public works activities with other town departments and other local and state governmental agencies.
- Acts as Tree Warden as required by CGS.
- Assists in hiring and training of all departmental personnel as requested or needed.
- Assists subordinate supervisors as needed.
- Performs related work as required.

Nonessential Duties

Assist Town staff in other related municipal projects.

Knowledge, Skills and Abilities

Good knowledge of modern principles and practices of civil engineering and a thorough knowledge of procedures and methods in public works construction and operation, Road, bridges and highway maintenance is essential. A working knowledge and experience with construction methods, materials and equipment. A working knowledge of buildings, facilities and grounds maintenance and repair is required. Knowledge of laws and regulations related to public works

programs and responsibilities. Working knowledge of labor relations, practices and procedures. A working knowledge and experience with solid waste collection and landfill and transfer station methods and procedures. Ability to apply principles of public works administration to define problems, collect data, establish facts and draw valid conclusions. The ability to apply the principles of concise written and oral instructions and to work effectively with staff, superiors and the general public as well as engineers, contractors and other public officials. Ability to understand municipal operations and their budgetary impact is required. Must be able to access and process information contained in file records and computer databases.

Preferred Qualifications

The skills and knowledge required would generally be acquired with a bachelor's degree in Civil Engineering, Construction Management or Public or Business Administration, or some closely related field and eight years of progressively responsible experience in public works or construction management, with at least five years of supervisory experience at a unit or division level or any equivalent combination of education and experience.

Special Requirements

- Must possess certification or become certified by the Tree Warden Association of Connecticut within 1 year.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.
- Computer literacy required.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is regularly required to stand and walk on uneven ground and through wooded and bushy areas. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch or crawl and smell. Must be able to speak and hear clearly.

Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to traverse rough terrain during site and construction inspections. Must take protective measures when on construction sites; extended work periods during ice and snowstorms, with periodic rest breaks and occasional exposure to extreme weather conditions. May experience a high level of stress in administering activities during town emergencies. Must be able to concentrate on fine detail with some interruption. Frequent driving.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.