



# TOWN OF WALLINGFORD

## Open Competitive Examination

Human Resources Department  
Wallingford Town Hall  
Room 301  
45 South Main Street  
Wallingford, Connecticut 06492  
Telephone (203) 294-2080  
Fax (203) 294-2084

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### **DIRECTOR OF PUBLIC WORKS**

**\$111,514 - \$142,683** (Annually)

**General Statement of Duties:** This is highly responsible facilities and services management work in directing the Department of Public Works. Work involves responsibility for planning, organizing, directing and controlling town programs and services for highway and parks maintenance, sanitation, equipment repair and service, building maintenance, environmental conservation, and capital construction programs. Duties include administrative responsibility for new construction, department budget preparation and control, and the supervision and inspection of the construction and maintenance of roads and other facilities. This position also has the responsibility for making difficult public works technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public works field.

**Examples of Duties:** Plans and directs the work of the Public Works Department. Meets with key supervisors, individually and in groups, to discuss, schedule and review work of the various divisions such as highway and parks maintenance, sanitation, equipment repair and service, building maintenance, environmental conservation, and capital construction. Conducts on-site inspections of work in progress. Confers with consultants, contractors, and sales persons relative to public works projects. Responds to citizen's groups or individuals, through conferences, correspondence, or telephone in order to resolve problems or to supply information. Prepares for approval, and controls, approved departmental budget. Prepares reports requested by Mayor or other town officials. Participates personally in crisis situations such as flooding, snow operations, disasters or loss of power; directs on-the-scene activities. Assists in personnel actions such as hiring, termination, assignment, evaluation and labor relations including grievance handling and regulations. Addresses Town Council on public works matters as requested. Attends various other hearings and meetings. Oversees the removal and storage and disposition of personal effects of tenants evicted by legal process. Carries out duties of tree warden. Performs related work as required.

**Supervision Received:** Works under the administrative direction of the Mayor.

**Required Knowledge, Skills, and Abilities:** Thorough knowledge of municipal public works functions and services, and of established principles and practices of public works administration. Thorough knowledge of civil engineering principles and practices as applied to municipal public works. Thorough knowledge of the various departments comprising the town government. Considerable knowledge of the geography of the town. Considerable ability to plan, develop, and implement programs for the department, and to direct the activities of a large number of employees through key supervisors. Considerable ability to communicate effectively, orally and in writing. Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, and the general public.

**Qualifications:** A bachelor's degree in civil engineering from a recognized college or university plus eight years of progressively responsible public works administration experience including at least four years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

**Special Requirements:** Must have and maintain a valid State of Connecticut Driver's License.

**Fringe Benefits:** Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

**Application Forms:** May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department.

**Examination:** Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

**Closing Date:** The closing date will be the date the 50<sup>th</sup> application or resume is received or February 13, 2019, whichever occurs first.

**THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER**