

Waterford Board of Selectmen

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Job Description
Public Works Director

Controlled Document #: JD-012; Revision 1

Nature of Work:

This is an administrative, supervisory, and technical role directing the operations of the Town's Public Works Department. This is an appointed position in the Town of Waterford.

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. Work is performed with considerable independence, subject to review through observation, reports and results achieved under the jurisdiction of the Board of Selectmen.

Essential Duties and Responsibilities:

- Supervises all Public Works activities including:
 - highway and road maintenance and construction
 - snow removal and treatment of winter roads
 - building and equipment maintenance
 - asset/equipment procurement
 - maintenance and mowing of cemeteries and parks
 - transfer station operation
- Supervises long and short-term program planning for all divisions of the Public Works Department; prepares and administers the department's budget.
- Advises the Board of Selectmen on all Public Works activities and problems and confers with subordinates during the development and progress of various projects.
- Works with Board of Selectmen on contracts for construction projects such as street construction or repair, or for building improvements or alterations.
- Insures 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 private or municipal projects; works closely with MDOT in planning and development of projects in Waterford.
- Hires department staff and takes proper disciplinary measures when necessary.
- Conducts annual evaluations of staff and maintains proper staff files and documentation.

- Insures staff has proper certifications, licenses, and continued education to adequately fulfill their job duties.
- Works with Board of Selectmen 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 and is responsible for maintaining the Town Garage facility.
- Maintains and safely keeps records
- Operates motorized vehicles in the functions of the Public Works Department as needed.
- Performs related work as required.
- Monthly compiling and reporting of activities to the Board of Selectmen prior to their second meeting of the month.
- Annual compiling and reporting of activities to the Board of Selectmen, for inclusion in the Annual Town Report.

Requirement of Work:

- Extensive knowledge of the modern principles and practices of public works administration as applied to the construction and maintenance of streets, 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, and wharves.
- Extensive knowledge of and the ability to apply the principles and practices of organization, management, and personnel and financial 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, policy, and administrative problems.
- 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.
- Ability to operate various pieces of heavy equipment, including heavy-duty trucks with plows and sanding attachments/gear.
- Valid CDL "B" Drivers License

Training and Experience Required:

Graduation from high school or GED or college with experience in municipal public works including work as a labor foreman on major road construction and maintenance activities; or any equivalent combination of experience and training.

Document Information:

- Document Number: JD-012
- Revision Level: 0 (Initial Release)
- Original Signing Date: April 8, 2019
- Revision Date: September 27, 2023

Approved by the Waterford Board of Selectmen on September 27, 2023

Randy Lessard, Chairman

Jamie Toohey, Selectman

Todd Sawyer, Selectman