

**Town of Tolland, Connecticut**  
**Job Description**

<b>Position Title:</b>	Director of Public Works	<b>Grade Level:</b>	NU - 7
<b>Department:</b>	Highway/Parks and Facilities	<b>Date:</b>	August 23, 2011
<b>Reports to:</b>	Town Manager	<b>FLSA Status:</b>	Salaried Exempt

**Statement of Duties:** The Public Works Director is responsible for the coordinating all field operations of both the Highway and Parks and Facilities departments. This includes supervision of the construction, repair and maintenance of Town roads and bridges, drainage systems; supervision, operation and maintenance of all Town parks, cemeteries, town-owned buildings, school grounds, parking facilities and other public property. Specific programs of supervision includes, but is not limited to, snow removal, street sweeping, roadside mowing, street paving, storm drainage maintenance and vehicle maintenance. The employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the administrative direction of the Town Manager. Work is performed according to municipal policies and objectives; individual establishes department goals and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** Employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimate and allocates the financial and staff resources required. Employee prepares an operating budget and related reports. Assists or oversees the personnel function, including or effectively recommending hiring, training, evaluating and disciplining of employees. Employee is responsible for the supervision of the Parks and Facilities department with approximately (11) full-time, two (2) part-time and ten (10) seasonal employees and the Highway department with approximately (16) full-time, (1) part-time and (6) seasonal employees. Employee supervises Highway Superintendent, and Highway and Parks and Facilities Working Foremen. Responsibilities include recommending the hiring and firing of employees, developing and administering budget and policies, and supervising the work of smaller departments. A substantial number of employees are located at different sites around the town. Workload is subject to cyclical or seasonal fluctuations.

**Confidentiality:** Employee has regular access to confidential information in accordance with the State Public Records law such as client information and personnel records.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the

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guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work is performed in an office setting with occasional exposure to severe weather conditions, toxins or fumes, equipment/machinery, traffic, loud noises and risk of personal injury and danger to public safety. Responds to emergency building and road problems including responding to storm events, building alarms and emergency shelter needs on a 24/7 basis often under severe weather conditions.

**Nature and Purpose of Contacts:** Employee has constant interaction with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Accountability:** Consequences of errors may include missed deadlines, adverse public relations, monetary loss, legal repercussions, personal injury, jeopardize department operations, labor/material costs, personal injury, and danger to public health/safety.

**Occupational Risk:** Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam, exposure to high voltage, dangerous equipment, or severe muscular strains from working with extremely heavy material, falls from heights more than three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

1. Responsible for directing the maintenance and repair of all Town buildings and Town-owned parks, school grounds including the application of pesticides and fertilizers.
2. Responsible for directing the operation and maintenance of all town-owned cemeteries;

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oversees the billing and sale of cemetery plots.

3. Responsible for the coordinating all field operations of both the Highway and Parks and Facilities departments.
4. Responsible for the construction, repair and maintenance of Town roads and bridges.
5. Supervises staff of all divisions, assigns duties, evaluates work and disciplines employees as needed; ensures for an adequate level of staffing and proper training of employees.
6. Responds to problems or inquiries from employees, officials, or the public, and provides resolution of same.
7. Develops and administers an operating and capital budget, manages the expenditure of funds, and oversees bid processes and procedures.
8. Attends meetings and provides information regarding department operations as needed.
9. Develops specifications and cost estimates for the purchase of materials and supplies and contracted services.

**Recommended Minimum Qualifications**

**Education and Experience:** Position requires a Bachelor's Degree, and five (5) years of experience with at least three (3) years in a supervisory capacity; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**

Valid CT Driver's License, CDL class B desirable  
Applicator's License desirable

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of ground and building maintenance practices and techniques. Working knowledge of various trades including electrical, plumbing, carpentry and HVAC systems etc.). Working knowledge of the operation and maintenance of cemeteries. Thorough knowledge of accepted field maintenance techniques and practices

**Abilities:** Ability to interact effectively and appropriately with trade professionals, the public and department personnel; ability to assess situations and formulate appropriate resolutions including estimating the amount of materials and the cost of repairs. Ability to interact with the public in a sensitive manner.

**Skill:** Proficient written and oral communication and supervisory skills.

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**Physical and Mental Requirements**

*The physical demands 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 position's essential functions.*

**Physical Skills:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

**Visual Skills:** Position requires the employee to constantly read written and non-written (blue prints) documents and reports for understanding and analytical purposes. Employee must be able to distinguish colors.