

PUBLIC WORKS MANAGER

General Statement of Duties

Performs difficult technical and managerial work planning, organizing and directing the work of employees engaged in streets, sidewalks, landscape, storm drainage, recreation, boardwalk, and facility maintenance and yard waste management.

Distinguishing Features of the Class

An employee in this class plans, organizes and manages the work of crews engaged in a variety of work associated with providing streets, storm drainage, property maintenance, facility maintenance, solid waste management and other related services to citizens. Work includes planning work projects based on service, maintenance, and emergency needs; answering and resolving public complaints; and managing various contract and contracted work. Work also involves requesting and acquiring necessary resources for projects, and significant supervisory responsibility for staff work effectiveness, productivity, morale, and safety. The employee collects data for management decision-making and evaluates replacement schedules and work methods for improvements in efficiency and effectiveness of service delivery. Work requires considerable supervisory, interpersonal, technical and administrative skills. The employee is subject to working in inside and outside environments including extreme hot and cold weather and to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. Work may also be subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. The employee must exercise judgment and initiative in carrying out assignments. Work is performed under general supervision and is reviewed for compliance with instructions, conformance to established standards, productivity of the unit, and general community acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Plans organizes and supervises the maintenance, repair and construction of streets, storm drainage, sidewalks, landscape, parks and buildings; oversees operation and maintenance of stormwater pumps, erection of street signs, debris removal, maintenance of boardwalk access, and parking lots, maintenance of generators, and removal of trash in public areas; supervises and participates in state mandated maintenance.

Plans, organizes and supervises solid waste management for the Town including identification of routes; research and identification of most efficient and effective equipment and preparing specifications and acquisition of that equipment; analyzing fee schedules and making recommendations; recommending approaches to recycling systems, yard waste collection and disposal; and preparing and submitting records and reports including regulatory compliance.

Researches and evaluates bids for contracted services such as small construction projects involving buildings, sidewalks, and auxiliary structures, street resurfacing or replacement or related projects; manages contracted work.

Surveys job sites prior to instructing crews on large or more difficult projects; inspects work during performance and after completion.

Prepares operating and capital budget requests including long term planning for equipment replacement; administers and monitors budget; participates in the preparation of bid specifications and bid proposal analysis for the purchase of heavy equipment.

Prioritizes projects and coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy; schedules work and makes work assignments.

Holds staff meetings, employee counseling sessions, and utilizes other communications methods to keep staff informed, motivated and highly productive; participates in hiring and ensures

proper training and application of safety methods; conducts performance coaching and evaluation and disciplinary conferences; reviews and approves time sheets; approves leave; reviews and updates work methods to ensure overall unit effectiveness.

Oversees and coordinates maintenance and repair of heavy equipment, and other vehicles.

Plans and oversees preparation for storms and other emergency and mitigation and clean up following storm event.

Collects data and prepares a wide variety of records and reports; prepares material and supply requisitions; maintains necessary inventory of supplies and tools; submits regulatory compliance reports

Responds to citizen complaints and concerns.

Additional Job Duties

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of construction, repairs, and/or maintenance of buildings, facilities, streets, stormwater and other public works.

Thorough knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge in the preparation, presentation and administration of operating and capital budgets.

Considerable knowledge in long range planning.

Considerable knowledge of supervisory principles and practices including leadership, motivations, communications, training, mentoring, team building, performance coaching and evaluation.

Considerable knowledge of the application of information technology to the work of the department.

Knowledge of related engineering specifications and related environmental laws.

Knowledge of Town personnel, budgeting and purchasing policies and procedures.

Skill in customer service excellence and collaborative conflict resolution.

Ability to read plans maps, and drawings.

Ability to establish and maintain effective working relationships with supervisors, peers, staff and citizens.

Ability to plan and manages operations over a wide scope of activities involving staff, tools, equipment and materials.

Ability to managed contracted work.

Ability to collect and analyze data and make effective decisions regarding work method improvements, application of new equipment and technology, emergency preparation and mitigation, and daily problem-solving for work schedules and service delivery.

Ability to maintain and prepare accurate plans and reports.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare reports including the analysis of data and figures.

Desirable Education and Experience

Graduation from college with a degree in environmental technology, engineering technology or related field and supervisory experience in public works construction, maintenance, and repair; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of Herbicide License.

Beaufort
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