



JOB DESCRIPTION

JOB TITLE: Public Works Director **DEPARTMENT:** Public Works
REPORTS TO: Town Manager **SUPERVISES:** DPW Employees

GRADE: 8 **SCALE:** ADMIN TECHNICAL N/A

POSITION CLASSIFICATION: REGULAR NON-REGULAR
 TEMPORARY SEASONAL VARIABLE PT
 FULL TIME PART TIME
 EX SALARY NX HOURLY OTHER

Position Purpose

This highly skilled professional and technical position is appointed by the Town Manager pursuant to Section 302 of the Town Charter and is responsible for oversight and direction of all phases of municipal public works operations: budget preparation; capital improvements planning and projects; stormwater infrastructure maintenance and management, including the Town’s Municipal Separate Storm Sewer System (MS4) program; vehicle and equipment maintenance; municipal buildings, grounds, and road maintenance; snow removal and ice control; cemeteries; and curbside trash collection and recycling. Work involves extensive collaboration with the Town Manager, other municipal departments, outside agencies, and various boards and committees. The position also acts as the Town’s Superintendent of Sewers.

Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and duties listed below 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.

- Plans, coordinates, and directs the annual work program of the Public Works Department.
- Performs duties of Superintendent of Sewers as defined in the Town’s ordinances.
- Provides effective, professional leadership that positions the department to meet the community's current and future infrastructure needs through appropriate technologies and services.
- Supervises directly or through subordinate supervisors a moderate sized staff, including assigning, directing, and inspecting the work of employees.
- Administers the annual operating and maintenance budget for the department. Forecasts funds needed for staffing, equipment, materials, and supplies. Prepares department budget for presentation to the Town Manager, controls expenditures, and approves all requisitions.
- Directs and oversees highway, street, and sidewalk maintenance and construction programs.
- Manages the Town’s curbside trash collection and recycling program.



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- Manages the Town's Municipal Separate Storm Sewer System (MS4) to ensure compliance with Maine Department of Environmental Protection (DEP) mandates.
- Explains specifications, negotiates contracts, and monitors the activities of contractors involved in the department's street and related infrastructure improvement and maintenance projects.
- Assists with new development and subdivision review including, but not limited to, on-site drainage, on-site infrastructure, traffic impact analysis, roadway/right-of-way standards and specifications, and field inspection of new roadway prior to acceptance by the Town.
- Reviews various permit applications, issues permits, and performs inspections.
- Directs staff in the installation and maintenance of traffic control signs and markings. Coordinates signage activities with the Gorham Police Department.
- Oversees the maintenance and upkeep of assigned Town buildings and grounds.
- Responsible for personnel administration in the department, including training and development, performance management, conflict resolution, hiring, safety, work assignments, and legal compliance.
- Monitors and promotes a positive workplace culture.
- Develops long and short-term goals, plans, objectives, policies, and priorities for the Public Works Department. Recommends policies and coordinates activities in accordance with priorities established by the Town Council and Town Manager.
- Updates the Town Manager on all public works activities and problems. Prepares periodic and annual reports on Public Works activities for elected officials.
- Reviews and analyzes methods, equipment used, and performance to find ways of increasing effectiveness, improving results, or affecting economies in construction and street maintenance activities
- Periodically reviews and updates department policies and procedures.
- Ensures accurate records are maintained of Public Works activities, such as equipment maintenance, daily and monthly work reports, records of materials and labor efficiency, training, and payroll records.
- Prepare, write, and monitor grant applications.
- Attends meetings of the Town Council, committees, and other groups and provides professional advice and assistance as determined by the Town Manager.
- Represents the Town before various intergovernmental committees and organizations as determined by the Town Manager.
- Articulates Town policies to the media or members of the public.
- Responds to and resolves citizen complaints in a courteous and timely manner and ensures good customer service within the department.



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- Responds to emergencies during and off-hours as appropriate and as outlined in the Town's Emergency Action Plan.
- Performs other related duties as assigned.

Minimum Qualifications (Recommended)

Education, Training, and Experience:

Minimum of a Bachelor's degree in civil engineering, public administration, or closely related field required. A minimum of five years' of public works management experience in addition to considerable administrative and operational public works experience required. Any equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities:

- Extensive knowledge of the modern principles and practices of civil engineering and public works administration as applied to the construction, maintenance, and repair of public infrastructure with the ability to plan, organize, and manage public works projects.
- Knowledge of the basic concepts, principles, and practices of land use, zoning, and development.
- Demonstrated experience in intergovernmental relations working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive manner.
- Strong public relations skills with the ability to clearly and concisely articulate the Town's policy positions to the media and citizens.
- Exceptional performance management and supervisory skills, including the ability to motivate, engage, mentor, and contribute to a positive workplace culture.
- Ability to effectively plan, assign, delegate, and direct the work of subordinate employees in non-emergency and emergency situations.
- Superior interpersonal skills with ability to communicate effectively, both verbally and in writing.
- Ability to speak in public, including conducting presentations and facilitating group meetings.
- Ability to effectively give and receive clear verbal and written instructions.
- Ability to exercise sound judgment when evaluating situations and making decisions, including during emergency situations.
- Strong analytical skills with the ability to evaluate the implementation of policy actions and alternatives.
- Familiar with basic government accounting and budget principles.
- Intermediate to advanced skill and proficiency in the following computer/software applications: Microsoft Office products: Word, Excel, and PowerPoint; Google: Gmail, Calendar, Drive, and Meet; Zoom. Familiarity with Vision software and geographic information systems (GIS). Comfortable using technology common to the field, such as smartphones, tablets, and GPS devices. Ability and willingness to learn new software programs as needed.



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- Thorough knowledge of applicable federal, state, and local laws, Town policies, regulations, and codes affecting department activities.
- Ability to deliver exceptional customer service to a diverse customer base and consistently project a positive image of the Town.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Self-motivated with the ability to organize and prioritize a heavy workload, meet deadlines, and successfully manage multiple concurrent short-term and long-term municipal projects and initiatives.
- Adaptable to changing organizational needs, conditions, and work responsibilities.
- Ability to establish effective working relationships, work cooperatively, and interact appropriately with municipal officials, Town Manager, other Town employees, various boards and committees, school department personnel, vendors, business owners, developers, the general public, and outside agencies.
- Proven problem-solving skills with the ability to resolve complex issues in a creative, calm, respectful, and positive manner.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability and willingness to conduct business in an ethical manner at all times and maintain a positive attitude and commitment to the goals and philosophy of the Town.
- Willingness to pursue professional development opportunities with the ability to successfully complete any necessary training.
- Ability to consistently work a full week and work extended hours as needed to accomplish objectives under moderate to high stress, including weekdays, evenings, weekends, and during inclement weather.
- Must hold a valid Class C or higher Driver's License and be insurable in a normal risk pool.
- Ability to transport self to off-site meetings, workshops, conferences, and trainings as needed.
- Working knowledge of the geography of the Town of Gorham, including the location of streets.
- Must have the ability to respond to after-hours emergency calls, including those requiring an immediate inspection of road conditions.
- Ability to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental 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 essential functions.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to work at a computer for prolonged periods of time and key in data using a mouse and keyboard. Sufficient speech and hearing are needed to clearly convey and receive information over the phone and in person. Must have sufficient vision (with or without corrective lenses) to



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independently perform the essential functions of the job. While performing the duties of this job, the employee will frequently operate a motor vehicle, stand, sit, talk, walk, inspect documents, reach with hands and arms, as well as use hands to finger, handle or feel objects routinely used to perform job duties. The employee must occasionally crouch, step up, and lift and/or move objects weighing up to 30 pounds independently, such as office supplies, binders, and books. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Mental Requirements:

Has frequent contact with town officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and complex information; contacts with the public require considerable patience, tact, and discretion and in some cases confidentiality. Public speaking is regularly required, such as presenting during committee and council meetings. While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe, accurately interpret, and respond to highly sensitive and/or volatile situations and/or persons; read, analyze, and interpret data, engineering drawings, regulatory language, and other documents common to the field; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive deadlines; manage multiple concurrent tasks; work with frequent interruptions; and interact in a calm, professional manner with staff, officials and the public. Work is often performed outside of normal working hours, such as during evenings, nights, and some weekends under moderate to high stressful conditions. Has access to confidential information requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Work Environment

Work is performed under typical office conditions. Field work may include visits to construction and work sites in various weather conditions and other locations with uneven terrain. Operates a motor vehicle, computer (hardware and software), tablets, telephone, and other standard office equipment. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate.