

## **ASHFORD DIRECTOR OF PUBLIC WORKS**

**GENERAL DESCRIPTION:** This is a full-time highly responsible municipal management position involving the direction of all elements of the Public Works Department activities. Including but not limited to engineering, highway maintenance, town building(s) maintenance, grounds maintenance, Transfer Station management and oversight and coordination with multiple Town Boards, Commissions and Departments. Responsibilities also include short- and long-term road maintenance planning, preparing annual budgets and personnel management within the department. This work requires that the Director has thorough knowledge, skill, and ability in all phases of public works and construction management.

**SUPERVISION RECEIVED:** Reports to and works under the general direction of the First Selectman.

### **EXAMPLES OF DUTIES/KNOWLEDGE/SKILLS/ABILITIES:**

- Plans and directs the goals, objectives and operations of department operations and implements corrections where needed. Supervises all department staff.
- Analyzes information on department effectiveness and efficiency, determine operating policies and procedures and recommends administrative governing policies.
- Oversees operating and capital budget development and presents budget requests. Controls all expenditures within fund allocations.
- Coordinates department with other state, federal governmental agencies, contractors, and interest groups. Oversee coordination of all operations within the department.
- Coordinates with Parks and Recreation Director for proper park maintenance.
- Acts as Project Manager and designs and/or approves design of various public works engineering projects, including road improvements, drainage, town building improvements, etc.
- Ensures that all Town policies and procedures of procurement and project management are carried out.
- Oversee operation of the Town Transfer Station for the collection and disposal of municipal waste and recyclables.
- Effectively delegate responsibility and assign work in the department's functional areas to ensure efficient operations
- Knowledge of road management software and proficiency in Microsoft Office Suite.
- Considerable ability to communicate orally and in writing.
- The duties, etc. listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties, etc. does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**QUALIFICATIONS:**

- Applicants must have a minimum of five years related work experience.
- Thorough experience and knowledge of the practices and techniques of public works maintenance and construction including, the materials, supplies and equipment used in all public works maintenance, repair, and construction projects.
- Thorough knowledge of occupational hazards and safety precautions associated with public works maintenance and repair projects and supporting a culture of safety.
- Maintain a valid Connecticut CDL driver's license.
- Ability to always work harmoniously and courteously with others including other department heads, elected officials, and the public at large. Ability to maintain a calm manner in stressful and/or emergency situations and ability to adapt to varying work situations.
- Certification as a Professional Engineer (PE) or equivalent is strongly preferred but not required.

**SALARY/BENEFITS:**

\$65,000 TO \$70,000 annually, Full Benefits package including Town's Retirement Plan.

Note: This position is exempt from union affiliation.

**CLOSING DATE – MONDAY, MAY 22, 2023 AT NOON**

Applications may be obtained on the Town of Ashford's web page or picked up in the Selectmen's office, Town Office Building, 5 Town Hall Road, Ashford, CT 06278

Questions: Please call 860-487-4400

**ASHFORD IS AN EQUAL OPPORTUNITY EMPLOYER**