

**Village of Roscommon
JOB SUMMARY**

TITLE: Director of Public Works
DEPARTMENT: Public Works Department
REPORTS TO: Village Manager
APPROVED: _____

This description is intended to describe the general nature and level of work being performed by people assigned to this classification. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Further, this description is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The position must demonstrate competencies for the following use group:

Job Summary:

The Director of Public Works is responsible for performing and planning, the tending and maintenance of all Village properties. This position is on call on a rotating basis.

MINIMUM LEVEL OF EDUCATION REQUIRED:

High School diploma required. Must have current and active CDL-B license. Must have or achieve Class D3/S3 Water Licenses, and L1/L2 Wastewater Licenses within 18 months of employment. Must be able to speak and read English, write legibly, and perform complex math calculations. Experience supervising and directing desirable. Computer experience utilizing word processing and spreadsheets required.

INTERPERSONAL SKILLS:

A high level of interpersonal skills is required in order to instruct or persuade others, discuss delicate matters, and negotiate. A moderate level of discretion is used in deciding how or what to communicate. Positive communication with the public, coworkers, colleagues, and regulatory agencies is required. Able to articulate and demonstrate commitment to the Philosophy, Values and Mission of the Village of Roscommon.

DECISION MAKING AND IMPACT:

Work is performed in accordance with identified expectations and practices. Operating freedom is used to identify problems and determine appropriate course of action. Decisions are based on professional standards, policy, or regulatory standards. Decisions affect the operation of 3 to 5 employees.

ANALYTICAL ABILITY:

Moderate analytical ability is required to perform laboratory testing, maintain logs and records. Typical analysis involves the application of technical principles or multiple policies.

LEVEL OF CONCENTRATION AND PHYSICAL EFFORT:

Must be able to balance, bend, climb, crawl, crouch, kneel, reach, sitting, squat, stand, twist and walk 100% of the time. Must be able to hear speech, distinguish sounds and speak. Must have near vision, far vision, depth perception and be able to distinguish colors. Must be able to lift objects weighing over 50 pounds. Performs work in all weather conditions. Moves, lifts, loads, unloads, pushes, pulls weights over 50 pounds. Requires the ability to pay close attention to detail and concentrate.

WELFARE OF OTHERS:

Responsible for the welfare of others by using significant judgement in planning work, choosing safety methods and procedures.

Maintains safe working environment for self, other employees, residents, visitors, in accordance with applicable standards and procedures relevant to the position's job duties.

RESPONSIBILITY FOR MATERIALS AND EQUIPMENT:

Responsible for the operation of complex equipment and the water/wastewater treatment plant.

WORK OF OTHERS:

Regularly has responsibility for the assigning and reviewing the work of others and instructing other employees.

WORKING CONDITIONS:

Must be able to work while being exposed to infectious disease, dust, noise, fumes/vapors, sharp instruments/tools, hazardous liquids and operating machinery in a safe manner using personal protective equipment.

POSITION ACCOUNTABILITIES

(Specific to Job Title)

1. Maintains the integrity and operation of the water system. Prepares strategic plan annually with the Village Manager for the expansion, repair and future of the water system. Accountable for compliance with all regulatory standards. Performs repairs, maintenance, and testing per specifications. Prepares written information on the status, anticipated needs, problems, or areas of non-compliance for the Village Manager.
2. Accountable for the operations of the wastewater treatment plant, and for compliance with regulatory requirements. Prepares annual strategic plan with the Village Manager for the expansion, repair, and future of the wastewater system. Performs repairs, maintenance, and testing. Prepares written information on the status, anticipated needs, problems, or areas of non-compliance for the Village Manager.
3. Seeks grants and funding for projects.
4. Maintains cost effective operations, including supplies, equipment, and labor. Seeks ways to reduce cost for the Village and residents.
5. Attends various meetings to further the interests of the Village by networking and developing contacts. With the Village Manager, collaborates with regulatory agencies and engineers.

6. Performs routine maintenance and repair of Village property.
Maintains lawns including raking, trimming, mowing, and cleaning of debris.
7. Performs forestry jobs such as planting, maintaining, and cutting trees, removing limbs and trimming.
8. Maintains streets and sidewalks by sweeping, plowing, repairing, shoveling, or blowing snow.