



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 · 203-757-0535 · 203-735-8688

Naugatuck Valley Council of Governments is soliciting candidates for the Town of Wolcott, one of its 19 member municipalities, for the position of Public Works Administrator. Salary dependent on experience, minimum is \$75,000. **Please review all skills and qualifications required before submitting materials for this posting.** Resume and Cover Letters should be sent to jobs@nvcogct.gov by 4 p.m. on Friday, September 11, 2020.

Public Works Administrator Job Description

Function: Under the direction of the Mayor, provides overall administration and supervision of the Public Works functions for the Town of Wolcott.

Plans, organizes, and directs the activities of the Public Works Department in the functional areas of road maintenance and repair; building and grounds maintenance and repair and storm sewers, municipal parking lots; and consolidated machinery and equipment maintenance and repair. Performs work with considerable independence. Establishes priorities within general work assignment and consults with the Mayor on matters of policy.

Typical Duties, Responsibilities, Tasks and Assignments:

Oversees all public works projects undertaken in Town. Plans and organizes department activities according to established policies and procedures. Establishes priorities as needed and assigns work through subordinates in the functional areas of the department.

Oversees and directs road construction and maintenance projects and emergency plans for ice and snow removal. Supervises all areas of public works including: property and equipment maintenance; street sweeping; seasonal cleanups, and upkeep and maintenance of Town buildings. In addition, the servicing of public streets and bridges; maintenance of playgrounds and picnic areas; mowing of public lawn areas, park grounds and cemeteries; the trimming of trees under utility wires; snow and ice control operations; the installation of traffic signs and lines; and the servicing and repair of vehicles and equipment.

Oversees compliance with all environmental regulations and permits for General Government facilities, including federal MS4 permit requirements. Coordinates the repair and maintenance of buildings and facilities with the corresponding department head.

Prepares annual operating and capital budget recommendations for department and administers adopted budget. Provides long range financial planning for public works improvements. Develops specifications for the purchases of materials, equipment, and services. Analyzes technology and resource needs to plan and assess the feasibility of public works department projects

Assists in the preparation of bond assessment, inspection and cost estimates for public works projects as necessary. Negotiates and oversees contracts with private providers for public works maintenance, improvement and emergency operations. Provides technical and field assistance to the Town Engineer in public works design and construction projects. Coordinates with the Chief of Police and Fire Department regarding road safety and emergency procedures during road reconstruction and bridge repair work.

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Oversees recruitment, training and development programs for department employees. Administers personnel policies, labor relations, grievances, collective bargaining agreements, training, staffing, and evaluation of employees' job performance and adherence to regulations for department. Establishes and maintains appropriate working relationships with State and Federal officials, Town officials, public offices, the general public, consultants, other departments, agencies and co-workers.

Develops rules and regulations, implements policies, standards and procedures for work performed in the department. Performs administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules and safety compliance, and making decisions about the purchase of materials, equipment and/or services.

Prepares narrative and statistical reports for the Mayor and the Town Council upon request. Provides technical assistance to Town Boards and Commissions as requested.

Ensures compliance with applicable state statutes, OSHA, EPA, CT-DEEP, CT-DPH, FHA, CDOT and any other state and federal agencies, as required. Works in conjunction with Safety Coordinator to ensure compliance with required training.

Attends all after hour meetings as required including but not limited to Town Council, Public Building Commission, Water Control Commission, Public Hearings, Budget Sessions.

Works in conjunction with municipal departments and vendors that conduct municipal solid waste, wastewater and recycling functions for the town.

Performs other related duties as assigned.

Special Skills and Requirements:

Strong interpersonal skills. Ability to work cooperatively with other departments, Boards,

Commissions, customers and contractors. Strong, effective and collegial leadership skills. Effective dispute resolution and communication skills, both oral and written. Proven track record of successful management of a municipal operation with an annual operating budget of \$1 million or more. Ten years' experience in municipal positions of increasing responsibility. Thorough and up-to-date knowledge of construction and maintenance best practices. Experience and knowledge of civil engineering principles and practices relating to public works. Demonstrated ability to effectively lead skilled and unskilled construction/maintenance workers. Ability to prepare reliable cost estimates of large projects.

Ability to read and understand governing laws and regulations and correctly apply the principles to daily operations. Ability to prepare detailed written narrative reports and accurate numerical statistical reports. A thorough knowledge of procedures and methods in public works construction and operation, and road, bridges and highway maintenance is essential. A working knowledge and experience with construction methods, materials and equipment. A working knowledge of building, facilities and grounds maintenance and repair.

Knowledge of laws and regulations related to public works programs and responsibilities. A working knowledge and experience with solid waste collection and landfill and transfer station methods and procedures. Ability to apply principles of public works administration to define problems, collect data, establish facts, and draw valid conclusions. The ability to apply the principles of construction inspection to solve practical field problems is necessary. Ability to give clear, concise written and oral instructions and to work effectively with staff, superiors and the general public. Ability to understand municipal operations and their budgetary impact is required. Familiarity with progressive discipline, Employee Assistance Program and working in an organized labor environment.

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Thorough knowledge of computers including experience with GIS and infrastructure management software applications. Thorough knowledge of the practices and techniques of public works maintenance and construction work including, the materials, supplies and equipment used in public works maintenance, repair and construction projects. Thorough knowledge of the occupational hazards and safety precautions associated with public works maintenance and repair projects.

Ability to maintain a calm demeanor in stressful and/or emergency situations and an ability to adapt to varying work situations.

Must be proficient with computer skills, including but not limited to Microsoft® Word, Excel, Outlook, PowerPoint. Basic GIS experience for reading and understanding utility maps, sewer repair records, etc. Must have sufficient technical knowledge to oversee repairs to various infrastructure components and read/understand construction plans. Ability to work on various projects and tasks simultaneously and able to effectively maintain difficult schedules with limited resources. Ability to communicate effectively, both orally and in writing. A Connecticut Motor Vehicle Operator's license is required.

Licensing and certification preferred:

Connecticut Commercial Driver's License (CDL)

'Competent Person' per OSHA Standards or ability to attain certification within six months of hire

Certified tree warden or have ability to attain certification within six months of hire

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Physical, mental exertion/environmental conditions: Must be able to traverse rough terrain during site and construction inspections. Must take protective measures when on construction sites. Extended work periods during ice and snowstorms, with periodic rest breaks and occasional exposure to extreme weather conditions.

The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee may lift and/or move up to twenty-five (25) pounds, and, at times, may be required to lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee works in outside weather conditions as well as the office. The employee occasionally works near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles.

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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 essential functions.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.