



# Job Description

**Job Title:** Director of Public Works

**Location:** Mount Jackson, VA

**Department:** Public Works

**Job Type:** Full-Time

**Salary:** \$38-\$43 per hour

**Reports to:** Town Manager

## Job Summary:

The Town of Mount Jackson is seeking an energetic and accountable leader who is project driven to join our team as the **Director of Public Works**. This position will oversee maintenance and water/wastewater operations of the Town and support a beautiful community of over 2,200 citizens.

We are seeking an individual who will work closely with Town Leadership and has genuine interest in advancing our holistic strategic planning initiative and embraces our vision to enhance the quality of life for our community by providing public works services, protecting the public interest, and efficiently constructing, operating and maintaining the Town's infrastructure.

## Essential Functions/Typical Tasks:

*The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Works effectively as a member of the Leadership Team to plan, execute and evaluate organization wide strategies that achieve Town Council's vision and goals and important community needs
- Performs complex administrative tasks related to capital improvement programs and grant writing
- Represents project recommendations and/or education for public meetings when necessary
- Develops, communicates and implements department goals, objectives, policies, procedures, and priorities; ensures policies and practices comply with existing law and regulations; monitors and evaluates the efficiency and effectiveness of department performance; coordinates work with other departments and Town Manager
- Oversees, directs and manages the Superintendent of Water/Wastewater operations
- Oversees, directs and manages the Superintendent of Maintenance
- Oversees all maintenance and ground keeping activities for the Town of Mount Jackson; includes buildings, grounds, streets, pool, cemetery, and parks, etc. (to include snow removal)
- Coordinates and oversees fleet and equipment maintenance, inspection and any other preventative maintenance and/or repair
- Coordinates direct contract services when not in the scope of Public Works abilities
- Responsible for budget preparation, cost estimates and monitoring expenditures for department
- Directs procurement (bidding out) and oversees management of contracts related to transportation (VDOT) and utility planning, design and construction; to include inspections

- Manages department employees; assigns and reviews work; acts on employee problems and complaints; selects new employees; evaluates performance; recommends promotions, discipline, termination and salary adjustments; assigns and occasional coordinates employee training
- Maintains records and files; handles correspondence and responds to and resolves difficult and sensitive citizen inquires and complaints; and prepares a variety of reports on department activities
- Responsible for any related work as apparent or assigned, and general support to other departments
- Attends and participates in professional meetings internally and externally; stays abreast of new trends and innovations in the field of public works administration.
- Willingness to partner and participate with town staff to support other Mount Jackson initiatives, activities, events, and programs that benefit our community

**Required Skills/Abilities:**

- Must be a self-starter that communicates well and often with the Town Manager
- Ability to work a rotating and flexible schedule, Monday through Friday
- Ability to respond to emergency situations and traffic needs when they arise (evenings/weekends)
- Demonstrated knowledge and compliance with VDOT and OSHA requirements/regulations
- Demonstrated knowledge and compliance with relevant State and Federal regulations
- Knowledge of water and sewer standards, operations and procedures (DEQ and VDH regulations)
- Knowledge of municipal public works administration, planning and design
- Ability to handle manual tasks for extended periods of time
- Ability to travel for occasional training and activities
- Ability to work independently, exercise initiative and autonomous judgement
- Ability to interface effectively with all levels of staff/departments and town leadership
- Ability to establish and maintain effective working relationships externally within the community
- Ability to keep confidential all resident and employee information received or learned
- Ability to keep records and prepare monthly, quarterly and annual reports
- Skill in using computers (standard office software)
- Ability to communicate effectively and correctly both orally and in writing
- Dependable, flexible, and dedicated to providing excellent service to the community
- Reliable attendance and punctuality are required

**Supervisory Responsibilities:**

- Supervision is exercised over all personnel within the department

### Physical Demands:

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; involves frequent walking and occasionally over rough or uneven terrain, lifting and carrying objects weighing 15-50 pounds, and occasionally lifting items weighing over 100 pounds. Work regularly requires speaking or hearing and using hands and fingers, to handle or feel, frequently requires standing, walking, sitting, climbing or balancing, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; occasionally work performed in confined spaces; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (weather and non-weather), working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic etc.).

### Education and Experience:

An undergraduate degree with coursework in civil engineering or related field and/or considerable experience (5+ years) in public works and/or utilities operations in a supervisory or leadership position. **Any equivalent combination of technical education and experience will be considered.** Proof of immunization records are required along with a valid Commercial Driver's License in the Commonwealth of Virginia (or ability to obtain). Hires will be subject to a post-offer drug screening, driving record and criminal background review

*This position description is a general guideline for work behavior and is not intended to be a comprehensive list of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.*

*The Town of Mount Jackson is an Equal Opportunity Employer.*