



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAY RANGE
1	Public Works	Public Works	Director of Public Works	\$95,000-\$116,710

- Works under the managerial policy direction of the Mayor, and according to the applicable provisions of Federal, State and Municipal laws; works from departmental policies and procedures/ refers to his/her manager only when clarification or interpretation of policy or procedure is required, is virtually self-supervising.
- Supervises direct reporting administrators and other employees directly, through others, and through established departmental policy, general and specific orders; supervises and is responsible for the supervision and performance of all people and contractors of the operating units under his/her direction and control.
- Performs highly responsible duties requiring independent judgment and initiative in planning, organizing, and directing the work of the solid waste, traffic control, roads and sidewalk improvements, trees and grounds, facility management and maintenance and vehicle fleet management operations, as well as enforcing state and local laws.

MINIMUM REQUIREMENTS UPON APPLICATION:

- Bachelor's Degree in Public Administration, Environmental Science, Engineering or a related field from a recognized institution of higher learning.
- A minimum of three (3) years of administrative and supervisory experience in a Public Services department to include related work experience in parks management, building maintenance programs, road improvement programs and city improvement projects is required; or any equivalent combination of experience and training.
- Registered Professional Engineer preferred.

PREFERRED QUALIFICATIONS INCLUDE:

- Registered Professional Engineer.

PLEASE SEND A COVER LETTER, RESUME , COPY OF DIPLOMA AND FULLY-EXECUTED CITY OF PAWTUCKET JOB APPLICATION (which can be found at www.pawtucketri.com under Employment Opportunities)

VIA EMAIL TO:
HR@PAWTUCKETRI.COM

Application Period: February 14, 2018- Until Filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.

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CITY OF PAWTUCKET Job Description

Job Title: Director of Public Works
Department: Public Works
Reports To: Mayor
Grade Level: UNCLASSIFIED
Prepared By: Personnel
Prepared Date: December, 2010
Approved By: Mayor
Approved Date: December, 2010
Revision Date: May 31, 2017
Pay Rate: \$95,000.00- \$116,710.00

SUMMARY

The Director of Public Works shall supervise and coordinate the various divisions of the department of public works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions/duties and/or responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, organizes, implements, directs, coordinates, and evaluates the programs, activities, and special projects for the clean city, traffic control, roads and sidewalks, trees and grounds, facilities management and maintenance and vehicle fleet management divisions, maintenance of city parks and playgrounds, ballfields and gateways, refuse and recycling pickup and disposal, maintenance of sewer system, city cemeteries and operation of transfer station; directs and evaluates the activities of subordinate supervisors.
- Plans, directs, staffs, controls, manages and evaluates Capital Improvement and council adopted programs and projects; develops presentations and attends City Council meetings to provide technical assistance, develop goals and objectives and receive and provide information as appropriate.

- Provides coordination and supervision of employees in the field; instructs personnel regarding procedures and specific tasks.
- Prepares short- and long-range plans for acquisition, development, and maintenance as they relate to equipment, materials, and property used for the improvement and maintenance of roadways, traffic control patterns, cemeteries, parks and common areas, city buildings and city fleet management programs.
- Prepares or supervises the preparation of construction, professional and other contracted services proposal requests; analyzes proposals and recommends awards; evaluates implementation requirements; obtains necessary approvals; reviews the work of and results achieved by contractors and contract administrators.
- Develops program mission and values, systematically monitors program accomplishments and revises department goals and objectives to meet community and city needs.
- Prepares the annual department budget proposal, including the capital improvement program, and maintains control over expenditures; prepares, reviews, and approves applications for and administers federal and other public services grants and building maintenance grants.
- Directs, through subordinate supervisors and department personnel, the effective administration of community improvement ordinances related to overhanging vegetation, solid waste/litter, weed control, and snow removal in a manner which recognizes the needs of the city and the sensitivity of the issues; testifies in court as the program administrator to explain the city's case.
- Interacts in a professional and respectful manner with city staff and the public and maintains contact with and a working knowledge of regulatory agencies at the state and federal levels involved with solid waste services, environmental protection and other related departments.
- Responds to citizen requests and complaints; investigates and resolves problems as needed; attends city boards and commissions meetings as required; meets with customers to resolve operating and other problems; meets and confers with vendors; administers construction, services, and other contracts.
- Performs similar or related duties as required, directed, or as situation dictates.

SUPERVISORY RESPONSIBILITIES

Supervision Received: Works under the managerial policy direction of the Mayor, and according to the applicable provisions of Federal, State and Municipal laws; works from departmental policies and procedures; refers to his/her manager only when clarification or interpretation of policy or procedure is required; is virtually self-supervising.

Supervision Given: Supervises direct reporting administrators and other employees directly, through others, and through established departmental policy, general and specific orders; supervises and is responsible for the supervision and performance of all people and contractors of the operating units under his/her direction and control.

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing, and directing the work of the solid waste, traffic control, roads and sidewalk improvements, trees and grounds, facility management and maintenance and vehicle fleet management operations, as well as enforcing state and local laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must have a four year degree in public administration, environmental science, engineering or a related field from a recognized institution of higher learning. The minimum of three years of administrative and supervisory experience in a Public Services department to include related work experience in parks management, building maintenance programs, road improvement programs and city improvement projects is required; or any equivalent combination of experience and training. Registered Professional Engineer preferred.

LANGUAGE SKILLS

Frequently interacts verbally and in writing regarding highly confidential, complex and/or public matters with other managers, elected and appointed boards and committees, professionals external to City government, subordinates, and other office staff; periodically and appropriately communicates with the City's constituents, suppliers, various news media and others.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid driver's license.

PHYSICAL DEMANDS

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.

The work is primarily of an intellectual nature; is frequently required to walk, stand, sit, and talk or hear; use hands to finger, handle, feel or operate objects or controls, and reach with hands and arms; must occasionally lift and/or move objects weighing up to 40 pounds such as a full briefcase, books, computer equipment, office supplies, etc.; close-up vision and the ability to adjust focus across a large room or area; intellectual and mental acuity to perform conceptual and detailed technical and financial work; contacts involve a broad spectrum of issues and must be dealt with appropriate to their meaning and circumstances; administrative and technical work related to public service systems and related technologies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.