

## **Public Works Manager:**

Under direction, performs administrative and supervisory duties in planning and organizing the installation, maintenance, and repair of various public works facilities duties as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Executes and plans for the effective utilization of available funds, personnel, equipment, materials and supplies.

Prepares department budget and maintains balances each year.

Is responsible for all department purchases.

Initiate standards for all equipment and materials used.

Draw up specifications for all departments bids.

Keep up –to-date with changes which would affect department operations and purchase procedures.

Maintain a working acquaintance throughout the state with contracting, engineering, and manufacturing representatives as well as state agencies.

Develop suitable work programs for the varied functions of the department.

Give assignments and instructions to individuals and groups and supervise their work.

Make recommendations to superiors concerning disciplinary measures, promotion, and appointment of employees.

Supervises employees engaged in the work involved in the construction, maintenance, and repair of pipes, valves, pumps, hydrants, and other water service equipment.

Make investigations of complaints and take action to see that repairs are made with a minimum delay.

Supervise the work involved in sweeping streets and shoveling accumulations into containers and onto trucks; in loading, unloading, and applying sand and street repair materials where needed; in cutting brush and mowing grass; and in emptying refuse containers, loading refuse, and disposing of refuse.

Ensure that proper safety precautions are taken by employees.

Inspect and check work in progress or completed to see that proper procedures are followed.

Prepare reports.

Obtain, store, safeguard, and supervise use of needed equipment, materials and supplies.

Keep essential records and files.

May also be responsible for the supervision and administration of a water supply and sewage treatment system.

Draw up plans and specifications for work performed by private contractor and follow through on public work projects undertaken by private contractor complies with terms of contract.

In conjunction with the municipal engineer, plan, design, and recommend to governing body new and improved public works facilities to meet future needs of the community.

May supervise the billing of water sewer services.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

#### REQUIREMENTS:

**EXPERIENCE:** Five years(5) of supervisory experience in the construction, maintenance, and repair of streets, sewer, water, sanitation, or other public work facilities or similar heavy construction or maintenance work.

**NOTE:** Satisfactory completion of college level credits in engineering courses at an accredited college or university may be substituted for up to two (2) years of experience on the basis of thirty (30) semester hour credits being equivalent to one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license and CDL license valid in New Jersey if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**NOTE:** Where the position involves responsibility for supervision and administration of a water supply and/or sewage treatment system, appointees will be required to possess a license of the appropriate grade issued by the New Jersey Department of Environmental Protection to operate a public water, sewage treatment plant and/or public water supply system.

**KNOWLEDGE AND ABILITIES:** Knowledge of procedures used in making routine and complex repairs to water and sewer equipment and in the construction, maintenance and repair of streets.

Ability to organize assigned work.

Ability to give assignments and instructions to groups and individuals.

Ability to prepare reports.

Ability to keep essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak understand and communicate in the English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.