



City of Milford
Public Works Director
Pay Grade: 13

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of five (5) years' diverse and responsible supervisory experience in municipal operations; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. Requires a comprehensive knowledge of public works, engineering, utilities, construction, finance, and personnel. Requires strong oral, written, public presentation, organizational, and interpersonal skills. The position requires a valid state of Delaware driver's license. Possession and retention of a valid Delaware vehicle operator's license. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Subject to random drug and alcohol testing according to City policy. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, ICS-400 Training; FEMA IS-700, FEMA IS-800 Training.

Minimum Education Requirements: Bachelor's Degree in Public Works, Public Administration, Civil Engineering, or related field.

Direct Supervisor: City Manager

People Supervised: Large group of employees

Primary Work Location: Office setting

Job Summary: The Public Works Director plans, directs, and supervises all operations within the Public Works Department, including the planning and implementation of major capital improvements. While consulting with the City Manager on policy and planning matters, the Public Works Director works independently to oversee the department's overall operations. Additionally, the Public Works Director serves as a key member of the City management team.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Department Leadership & Coordination:** Directs the planning, organization, and coordination of the Public Works Department, ensuring efficient and effective operations across all divisions. Develops and implements departmental policies, standards of operations, programs, and procedures. Coordinates department functions with the City Manager and attends administrative meetings.
- **Performance Management & Data Utilization:** Ensures the collection, analysis, and use of data for performance management and decision-making purposes to improve department efficiency and service delivery.
- **Emergency & Weather Response:** Prepares, organizes, and directs department resources to respond to and recover from weather events and other emergencies, including wind, rain, snow, ice, and flooding. Coordinates efforts with other City departments, county, and state agencies.
- **Reporting & Public Representation:** Prepares and presents reports to the City Manager and City Council, reviews agenda materials, and attends public meetings, hearings, and related proceedings. Represents the Public Works Department before City boards, commissions, and community stakeholders.
- **Intergovernmental Collaboration:** Explores cooperative programming with neighboring jurisdictions, including shared resources and joint personnel and equipment deployment



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as needed. Maintains relationships with professional associations, agencies, boards, and organizations to advance departmental objectives.

- **Budgeting & Financial Oversight:** Oversees department expenditures, ensuring compliance with budget appropriations and policies. Develops the annual Public Works Department budget and Capital Improvements Budget.
- **Customer Service & Issue Resolution:** Responds to complaints about departmental services and takes appropriate action to resolve concerns, ensuring high levels of community satisfaction.
- **Capital Improvement Project Management:** Manages the planning, design, financing, bidding, award, construction, and contract administration of department capital improvement projects. Reviews permit applications to ensure compliance with applicable standards.
- **Infrastructure & Asset Management:** Provides strategic direction for the expansion, maintenance, and improvement of municipal infrastructure, including the electric system, water system, sanitary sewers, storm sewers, streets, curbs, sidewalks, solid waste collection, and City vehicle fleet.
- **Regulatory Compliance & Grant Oversight:** Sets policies and reviews methodology for compliance with the Safe Drinking Water Act and other applicable regulations. Oversees grant application preparation and finalization for public works funding opportunities.
- **Service Evaluation & Innovation:** Assesses department operations, including streets, sanitation, recycling, utilities, equipment maintenance, and engineering services. Investigates new technologies, programs, and regulations to improve service delivery.
- **Strategic Planning & Workforce Management:** Develops and implements short- and long-term departmental goals, prioritizing service improvements. Delegates work assignments, monitors workflow, and evaluates work products, methods, and procedures.
- **Training & Staff Development:** Oversees employee training, performance evaluations, and staff development initiatives. Investigates employee misconduct and administers disciplinary actions in compliance with City personnel policies. Participates in hiring, promotions, and other personnel actions.
- **Emergency Availability:** Remains available for emergency response, including public works-related incidents and weather-related events.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Contemporary principles and practices for public works administration and service delivery, including leadership ability and strategic planning.
- Municipal operations including budget planning/development and monitoring practices.
- Local government practices and procedures.
- Management principles and practices.
- Principles and processes necessary to accomplish organizational change in a highly traditional work environment.
- Emergency management principles and practices.
- Federal, state, and local laws, codes, regulations, and standards governing the delivery of public works department services.

Skills

- Able to understand oral and written communication.
- Time management.
- Organization.
- Judgement and decision making.



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Abilities

- Supervises, trains, and develops employees effectively.
- Leads by example demonstrating a high degree of honesty, integrity, and professionalism, with a commitment to excellent service.
- Interprets complex regulations, laws, and guidelines.
- Establishes and maintains effective work relationships.
- Maintains composure and work effectively under conditions of high stress due to emergency situations and deadlines.
- Maintains confidentiality and oversee sensitive issues with discretion and sound judgment.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

City Manager:

Employee:

Human Resources Director:
