



City of Milford
Public Works Director
Pay Grade: 113

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of 5 years of 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 of the Public Works Department. Plans and implements major capital improvements. While the Public Works Director consults with the City Manager on issues relating to policy and planning, they work independently in supervising the overall departmental operations. The Public Works Director also serves as a 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:

- A. Directs the planning, organization, and coordination of the various functions of the Public Works Department.
- B. Develops and implements departmental policies, standards of operations, programs, and procedures.
- C. Ensures the collection, analysis, and use of data for performance management and decision-making purposes.
- D. Prepares, organizes, and directs department resources to prepare for, respond to, and recover from weather events and other emergencies impacting the community, including wind, rain, snow, ice and flooding events. Coordinates such activities with other City departments, and county and State agencies, as necessary.
- E. Responsible for preparing and presenting reports to the City Manager and City Council, including reviewing agenda material with the City Manager, and attending public meetings, public hearings, and related proceedings to represent the Public Works Department before City Council and City boards and commissions which affect or are affected by the Public Works Department or as assigned by the City Manager.
- F. Coordinates the various functions of the Public Works Department with the City Manager, including attending meetings with administrative staff.



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- G. Explores joint cooperative programming with neighboring jurisdictions, including shared resources and joint deployment of personnel and equipment as needed.
- H. Maintains relationships with professional associations and other agencies, boards, commissions, committees, and organizations to further departmental objectives.
- I. Oversee, monitor, control, and account for the expenditure of department funds in accordance with budget appropriation and policy.
- J. Develops the annual budgets for the Public Works Department and the Capital Improvements Budget.
- K. Responds to complaints about departmental services and takes appropriate actions to resolve them.
- L. Manages the Department's capital improvement projects including planning, design, financing, bidding, award, construction, and contract administration.
- M. Review permit applications and ensure that the resultant work meets applicable standards.
- N. Recommends capital equipment purchases; writes specifications, develops bidding documents, recommends award, prepares contract documents; and oversees delivery of said purchase.
- O. Provides direction for future expansion, maintenance and/or improvement of the municipal electric system, water system, sanitary sewers, and storm sewers; City streets, curbs, and sidewalks; collection of solid waste; and maintenance of the City vehicle fleet.
- P. Sets policies and reviews methodology for compliance with the Safe Drinking Water Act at wells and water treatment plants and the water distribution system; maintains the requirements for the repair and replacement of City water mains, fire hydrants, service lines, and meters.
- Q. Oversees the preparation and reviews and finalizes grant application packages for various funding assistance opportunities related to public works projects.
- R. Assesses community streets, sanitation/recycling operations; electric, water and wastewater utilities; equipment maintenance, solid waste collection and engineering operations and investigates new methods, technologies, laws, and programs to improve current levels of service.
- S. Develops and implements short and long-range goals for the department; establishes priorities for the improvement of public works services.
- T. Delegates work assignments, projects, and programs; monitors workflow; and reviews and evaluates work products, methods, and procedures.
- U. Oversees establishment, planning, and supervision of the public works training and staff evaluation programs including supervising, scheduling, training, directing, counseling; diligently inquiring into all complaints of employee misconduct in the performance of duty, directs investigations and administers or recommends to City Manager disciplinary measures to be taken in accordance with City personnel policies.
- V. Involved with all major employment actions, including recruiting, hiring, transfer, evaluation, promotion, termination, discipline, and recognition of personnel.
- W. Availability for Public Works emergencies and weather-related emergencies.
- X. Performs other related duties 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.



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- 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

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

Abilities

- Supervise, train, and develop employees effectively.
- Lead by example demonstrating a high degree of honesty, integrity, and professionalism, with a commitment to excellent service.
- Interpret complex regulations, laws, and guidelines.
- Establish and maintain effective work relationships.
- Maintain composure and work effectively under conditions of high stress due to emergency situations and deadlines.
- Maintain confidentiality and handle sensitive issues with discretion and sound judgment.



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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 positions. I would like to have a second review of the job description with my manager and human resources.

City Manager:

Employee:

Human Resources Director:
