Job Title: Public Works Director
Department: Public Works

FLSA Designation: Exempt
Pay Classification: 23

JOB SUMMARY

- This position is responsible for directing the operations of the Public Works Department, which is responsible for highway, buildings and grounds, and transfer station functions. The work consists of varied management and public works maintenance duties. The purpose of this position is to direct the operations of the Public Works Department. Success in this position contributes to safe and well-maintained roadways and infrastructure.

DUTIES AND RESPONSIBILITIES

- Recruits, recommends hires, trains, assigns, schedules, supervises, evaluates, and disciplines personnel.
- Develops and administers department budgets.
- Plans and implements the construction and maintenance of town highways and related infrastructure.
- Purchases equipment, materials and supplies.
- Directs the maintenance of department vehicles and equipment.
- Maintains department files and records.
- Implements the town's safety and risk management plans.
- Implements winter programs for snow and ice control using best management practices.
- Establishes fair weather maintenance programs for roads, sidewalks, and other town property.
- Applies for and manages grant funds.
- Reviews specifications for trucks and other equipment.
- Prepares bid request documents.
- Develops long-range plans and goals.
- Operates, or is familiar with the operation of, all Town DPW vehicles and equipment.
- Develops plow and salt/sand routes.
- Undertakes "asset management" of the public infrastructure and vehicles & equipment cited above.
- Performs related duties.
- Performs other duties as assigned by the Town Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public works principles and practices.
- Knowledge of town and department policies, procedures, and ordinances.
- Knowledge of state and federal laws and regulations, including occupational and health safety standards, the Manual of Uniform Traffic Control Devices, and Vermont State Agency of Transportation road and bridge standards (including those of the Town).
- Knowledge of road construction best engineering practices.
- Knowledge of the interaction between land development and public infrastructure and services. including road maintenance and equipment use planning.
- Knowledge of asset management programs and best management practices for DPW activities.
- Knowledge of winter road and sidewalk maintenance principles.
- Proficiency with MS Office products and other software as needed.
- Proficiency in the operation of a variety of public works equipment.
- Proficiency in problem solving.
- Proficiency in the preparation of clear and precise reports.
- Proficiency in oral and written communication.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and in the field, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.
- The administrative work related to the department is expected to be accomplished by the Director. However, administrative staff assistance may be available to the position.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over the Working Foreman, Equipment Operators, Buildings and Grounds Technician, Building Maintenance Custodian, Lead Transfer Station Attendant, and Administrative Assistant.
- Contacts are typically with the Town Manager, department heads, co-workers, members of the local union, representatives of state and federal agencies, elected and appointed officials, vendors, contractors, engineers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.
- This position reports to the Town Manager.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field, or knowledge and level of competency commonly associated with the completion of a baccalaureate degree.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require 3-5 years of related experience.
- Possession of or ability to readily obtain a valid driver’s license issued by the State of Vermont for the type of vehicle or equipment operated.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

Approved: Brennan Duffy
Town Manager

Effective: November 9, 2026