

## Potential Public Works Administrator Responsibilities

### Nature and Scope of Position

The Public Works Administrator for Benson performs the managerial, administrative, and supervisory work associated with the directing and coordinating the activities associated with the Town Highway program, the Town sewer system and sewage treatment facilities, the Town transfer station and solid waste disposal program and the operation and maintenance of the town building and grounds including utilities and communications. This individual is the administrative head of these programs.

The Administrator works with the department heads and Town employees to prepare long range plans and budgets and annual budget proposals and work plans, then works closely with the Selectboard to develop and refine the budgets and plan(s).

In these matters, the Public Works Administrator is the principal representative of the Selectboard and is charged with ensuring accountability and performance among Town employees while administering Town policies. The Administrator is directly accountable to the Selectboard.

### Duties and Responsibilities

- Exercises managerial and administrative authority over the public works operations of the Town in conformance with the policies and objectives set forth by the Selectboard.
- Exercises authority for day-to-day operation of public works operations.
- Exercises supervisory authority over public works department employees with exception of Highway department employees. Has general supervisory responsibility over road foreman as detailed in Road commissioner and road foreman position descriptions. Supervision of other Highway employees is as outlined in position descriptions.
- Is responsible for effectively implementing the Town's personnel policy with respect to Public Works Department employees. Administering employee benefits, personnel decisions including hiring, promotions, disciplinary actions, staff evaluations and compensation will be a collaborative effort with the selectboard as specified in the Town's personnel policy and employee position descriptions.
- Develops and implements a capital improvement plan and annual work plans for all public works programs and presents an annual budget to the Selectboard.
- Acts as liaison between the Selectboard and Town staff.
- Represents the interests of the Town before local, state, and federal officials, community leaders, Town employees, and the public. Responds to public concerns relative to Public Works Department operations. May be designated the Town Representative to Organizations such as the Rutland Regional Planning Commission, The regional Transportation Counsel and the SWAC.
- Assists the Selectboard with policy making by identifying problems and opportunities, analyzing options, and offering recommendations to the Board.
- Directs community and economic development efforts of the Town. May be designated to act as Zoning Administrator and Town Planning Commission Advisor.
- Works with department heads to obtain grants and to complete documentation for multidepartment grants. Responsible for monitoring grant opportunities for Public Works related needs, completing applications for such grants approved by the select board and the administration of awarded grants.
- Responsible for developing and maintaining the data systems needed for operational, planning and, budgeting and demonstrating the efficient and effective implementation of the Town Public Works programs.
- Responsible for drafting and submitting to the select board for approval Town policies and procedures applicable to the public works programs that include procurement policies and other decision-making authorities.

- Responsible for the duties assigned to the Road Commissioner and the Sewer System Superintendent.
- Performs other duties as assigned.

#### Requirements of Work

- Ability to direct the work of professional and non-professional staff.
- Ability to represent the interests of the Town effectively and appropriately.
- Ability to communicate with people from a broad range of backgrounds.
- Ability to work with employees and the public under stressful conditions.
- Ability to use outstanding judgment.
- Ability to inspire confidence in others.
- Ability to accept constructive criticism.
- Ability to communicate and work well with others.
- Must maintain a high standard of personal ethics.
- Must be able to work 20hrs per week and attend regular night and evening meetings.

#### Preferred Education, Training, and Experience

- Bachelors/Masters in appropriate discipline or related training
- 3-5 years' experience in public or business administration or related experience.
- Considerable knowledge of municipal operations
- Knowledge of public finance, personnel policies, and practice
- Management experience in a complex organization
- Appropriate level of skill with essential technologies

#### Physical Demands/Work Environment

This is mostly an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift up to 25lbs. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.