



Town of Hillsborough Positions Descriptions Public Works Director

Department: Public Works
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 08/03/00

GENERAL PURPOSE

Under administrative direction, performs complex supervisory, administrative and professional work in planning, organizing, directing and managing the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Establishes policies and procedures to improve efficiency and effectiveness of operations.
- Prepares and administers operating and capital improvements program budgets;
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department;
- Oversees the development or update of the water, sewer and storm drain master plans, the Capital Improvement Program, and other municipal infrastructure programs;
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts;
- Oversees project management for the construction of the municipal public works projects;
- Evaluates issues and options regarding municipal public works and makes recommendations to the City Manager, Council and boards;
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services;
- Monitors inter-governmental actions affecting public works.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with a degree in construction management, public administration or a closely related field; and minimum of six (6) years previous public works experience including at least two (2) years of utilities management; or any equivalent combination of education and experience.

Considerable knowledge of City policies, laws, and regulations affecting department activities, ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; conduct necessary research and compile comprehensive reports.

City Manager: _____ Date: _____