

**SUGGESTED MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in construction technology, public works, public administration, or a closely related field, and two years of experience in construction technology, public administration, or highway maintenance, or a closely related field, with at least one year being in a supervisory position; OR

(B) Graduation from a regionally accredited or NYS registered college or university with an associate's degree in construction

technology, public works, public administration, or a closely related field, and four years of experience in construction

technology, public administration, or highway maintenance, or a closely related field, with at least two years being in a supervisory position; OR

(C) Graduation from high school or possession of a high school equivalency diploma and seven years of experience in construction technology, public administration, or highway maintenance, or a loosely related field, with at least two years being in a supervisory position; OR

(D) An equivalent combination of training and experience as defined the limits of (A) (B) AND (C) above.

**TYPICAL WORK ACTIVITIES: (includes but not limited to)**

Directs operations and maintenance of the Public Works Department, which includes Highways, Parks, Trails, Water operations, Storm Water, Buildings, Grounds and Parks;

Plans and directs staff in snow removal;

Makes reports and advises the Town Board on all highway programs;

Aides in coordination of joint projects with other departments, governments, residents, and agencies;

Provides leadership in maintaining good and effective public relations related to town facilities;

Responds to constituents' inquiries related to the department;

Directs management of department records, documents, and equipment;

Provides technical assistance to the Town Board and other boards, committees and Officials.

Monitors compliance with federal, state and town laws, regulations, codes, and policies;

Acts as the Town Safety Officer;

Helps prepare and monitors annual departmental budget according to the town board guidelines and Town Law;

Determines personnel requirements and is responsible for the appointment and discharge of staff in compliance with state and local civil service laws and in coordination with the Town Board;

Assigns, evaluates, disciplines, trains, and supervises staff; Formulates and implements departmental policies and procedures;

Establishes physical controls of road materials used;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices, techniques, tools, equipment, materials, and safety precautions of highway construction, snow removal, maintenance, and repair;

Working knowledge of heavy equipment; Ability to plan, organize, and coordinate phases of public works project and programs; Familiarity with Cornell University Local Roads Program Handbook or similar publications.

Provides the Town Board with a 3-year plan on road maintenance and construction; Updating the plan every year;

Provides an annual report on the current condition of Town Roads;

Ability to compose correspondences, reports, and maintain records; Working knowledge of governmental organization and budgetary procedures; Knowledge of federal, state, and town laws, regulations, and ordinances;

Ability to supervise and direct the work of others;

Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers, and the general public;

Ability to be firm, tactful, courteous and use good judgment; Ability to maintain confidentiality;

Ability to communicate effectively, orally and in writing;

Ability to understand and carry out complex oral and written instructions; Possession of high professional standards, integrity and honesty; Ability to use personal computers; Ability to prepare operating budgets;

Physical condition commensurate with the demands of the position. Must attend Town Board meetings, unless excused by the Supervisor or Town Board in advance of the scheduled meeting.

**Classification:** Unclassified

**HIRING PREFERENCE WILL BE GIVEN TO A QUALIFIED TOWN OF GREENWICH RESIDENT**