

**Town of Whitestown**  
**Public Works Manager**

Job Description  
Exempt FLSA  
October 24, 2011

**GENERAL POSITION SUMMARY:**

This position provides direction to the overall management of public works activities, including Facility/Grounds and Fleet Maintenance, Streets, Storm Water and Parks Maintenance and respective capital improvement programs. Extensive knowledge of Water and Sanitary Sewer Utility operations are essential for the successful incumbent for this position.. Prepares written reports for the Town Manager and Town Council and other agencies. Makes presentations to the Town Council and other agencies. The goal of this position is the successful operation, maintenance and constant improvement of a robust infrastructure for the Town of Whitestown. This position is entrusted to champion customer service, technical vitality, fiscal stewardship and responsiveness within the Public Works Operations of the Town.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Town Manager and must exercise independent judgment.

Exercises direct supervision over assigned supervisory, professional, technical and office support personnel.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

Determining major operational policies, procedures, goals and objectives that enhance the efficiency/productivity of public works operations and service delivery.

Recommend long-range strategic plans for water and wastewater and transportation improvements, street maintenance, and vehicle & facility maintenance.

Confer with and advise administrative staff on problems related to the maintenance and operations of Public Works infrastructure and related systems and the interpretation and related enforcement of rules and regulations.

Supervise and participate in the development and implementation of Public Works projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues.

Develops, implements and reviews employee evaluations for proper levels of performance and works with supervisors to increase performance through training and mentoring where necessary; takes disciplinary action when needed.

This position ensures compliance with all Federal, State and local laws and safety regulations and policies.

Develops the Public Works budget; including the capital improvement program. Takes the necessary action to make sure all public works activities are within budget.

Explores alternative approaches to achieve goals and objectives in a more efficient and cost effective way.

Seeks grants for public works and related activities, writes grant applications and performs proper follow-up.

Will be the Town's representative on area boards and committees normally comprised of public works officials.

This position is responsible for preparation or having prepared certain design and engineering plans. Will review plans prepared by consultants including engineering plans, specifications and building plans. Oversees public works construction projects for adherence to plans and cost estimates.

Evaluates change orders for proper justification and recommends approval or denial to Town Manager and Town Council.

Estimate and schedule work to be done and the quantities of material needed; inspect work projects in progress and upon completion. Respond to most critical citizen concerns/complaints concerning the Department.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Manages public services processes including right of way vacation requests, encroachment agreements, community events, parades, festivals, etc. Coordinates activities to ensure compliance with approved plans, traffic control, public safety, and other required services.

**KNOWLEDGE OF:**

- Microsoft Office Applications (Word, Excel, PowerPoint)
- Streets, facility and grounds maintenance management.

- Operation and maintenance of water and wastewater systems.
- Design and construction techniques relative to the construction of facilities, wastewater treatment and water treatment, water production, and distribution systems.
- Employee rights, Labor laws, Antidiscrimination laws, Sexual Harassment law.
- Basic electricity and electrical distribution systems.
- Proper use of hand and power tools
- Federal OSHA requirements,(particularly 1910 General Industry)
- Confined Space working requirements
- Fall Protection requirements
- EPA requirements
- MSDS posting requirements
- Lockout/Tagout requirements
- NFPA 70E arc flash protection requirements.
- Indiana state regulations (IDEM, IOSHA).

Must quickly acquire considerable knowledge of the town's functions, procedures, purpose, and applicable ordinances.; knowledge of hiring practices,; skills necessary to ensure the adequate repair and maintenance of diverse types of equipment as well as municipal buildings;; general knowledge of microbiology; Knowledge of Safe work practices related to operation of backhoes, mowers, tractors, dump trucks, snow plows etc

### **QUALIFICATIONS AND CAPABILITIES:**

#### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited registered college or University with a Bachelor's Degree in Business Administration, Public Administration, Engineering or related field and a minimum of five (5) years of increasingly responsible experience in a water/wastewater operations facility (at least three (3) years of supervisory experience).

Significant related management experience may be substituted for the advanced education.

Possession of appropriate valid driver's license.

### **WORK ENVIRONMENT:**

Work is performed both in field and in fast paced office setting with frequent interruptions from customer phone calls, Town staff, company representatives and citizens. Work is also

performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. Work is also performed in public works facilities. May be exposed to raw sewage, toxic or unpleasant gasses, heights, chemicals, unsanitary or slippery conditions.

Position may require the ability to work safely from heights, climb stairs, steep steps, tank walls, and ladders with minimum protection. It may require the ability to work outdoors in sometimes adverse conditions. Operates a motor vehicle to assist in carrying out the business of the department and the Town.