DIRECTOR OF PUBLIC WORKS
TOWN OF TIVERTON, RI

The Town of Tiverton (population 15,813) seeks an experienced Director of Public Works. The qualified candidate will have managerial background in all areas of public works administration, plan review, budget preparation, and fiscal management. Minimum requirements are a BS degree in Civil Engineering or a related Engineering discipline, and a minimum of 5 years of public works experience in either the private or public sector. Registration as a Professional Engineer in the State of RI, or ability to obtain licensing within 6 months of employment, is required. Position demands evening meeting attendance and a close working relationship with several committees. Salary DOQ. A detailed job description may be found at www.tiverton.ri.gov. Applicants are encouraged to use the electronic application process for this position found at www.EmploymentApp.com/TivertonRI. Applicants may also submit a cover letter and resume to: Tiverton Personnel Board, ATTN: Director of Public Works Position, P.O. Box 38, Tiverton, RI 02878. Applications must be received no later than 4:00 PM Friday, May 27, 2016. The Town of Tiverton is an EEO/AA employer.

JOB DESCRIPTION
DIRECTOR OF PUBLIC WORKS
5-4-2016

General:

This position requires a person with managerial background in all areas of public works administration. The Director is expected to perform a variety of public works assignments both in the office and in the field. The Director reports to the Town Administrator, routinely deals with the public, and interacts closely with various Town boards and commissions. The Director shall fulfill the responsibilities assigned by Section 901 of the Town of Tiverton Home Rule Charter and all applicable sections of the Rhode Island General Laws and the Tiverton Town Code of Ordinances.

Education:

Bachelor of Science in Civil Engineering or a related Engineering field is required. Director must have at hire, or obtain within 6 months of hire, all training required to participate in the operation of the Town's Emergency Operations Center under the National Incident Management System

Licenses:

Drivers License
Registered Professional Engineer in the State of Rhode Island or the ability to obtain licensing within six (6) months of employment

Experience:

A minimum of five (5) years of public works or public works related experience is required. This shall include a managerial background in streets, sidewalks, bridges, street lighting / signing, storm drainage, winter storm operations, project inspection, plan review, solid waste collection, landfill operations, recycling, wastewater collection, tree care, building / property maintenance, budget preparation and fiscal management.

Qualifications:

Ability to effectively utilize a personal computer to create letters, forms, notices, and spread sheets utilizing Microsoft Word and Excel.
Ability to work effectively and communicate on a day to day basis with the public, supervisors, support personnel, engineers, contractors, and Town staff.
Ability to read, comprehend, and interpret engineering plans and specifications.
Ability to analyze various infrastructure problems and apply engineering principles to solve.
Ability to perform basic civil engineering computations and design.

Ability to effectively communicate ideas and instructions to department personnel.
Working knowledge of all safety regulations applicable to the operations of a municipal public works department..
Working knowledge of Manual on Uniform Traffic Control Devices.
Understanding of construction materials and equipment as they apply to Town projects.
Financial and operational skills to prepare and administer several department division budgets, including a ten year capital budget projection.
Knowledge of the latest in public works programs, procedures, techniques, and ideas.
Willingness to undertake new responsibilities and assignments for expansion of the department and the advancement of the Town.

Typical Duties and Responsibilities:

Attend Town Council, Planning Board, Landfill and Recycling Committee, Tree Commission, and Street Committee meetings on a regular basis and other board and commission meetings as necessary.
Review and comment on plans and specifications.
Participate with other Town departments in the review and permitting of commercial and residential site plans.
Inspect work in progress for conformance to plans and specifications.
Identify the need for infrastructure maintenance and improvements, which must be performed by department personnel and outside contractors.
Respond to emergency situations.
Oversee winter storm operations; personal attendance required.
Develop the paving schedule through a pavement management program.
Administer the Storm Water Management Program Plan.
Ensure compliance with the landfill operating license issued by RIDEM.
Investigate public complaints.
Schedule department work with supervisors.
Recommend new policies and procedures for implementation.
Write reports relative to inspections, deficiencies, needs, and other department activities.
Submit monthly activity reports.
Record keeping as it pertains to any department activity.
Develop and monitor the various department operating and capital budgets.
Develop labor, materials, and/or project specifications to support the public purchasing process.