

JOB DESCRIPTION
DIRECTOR OF PUBLIC WORKS AND ENGINEERING
(Full or Part Time, Temporary or Permanent)

SUPERVISION:

- Reports to the Mayor/ Administrator.
- Supervises Deputy Director with indirect supervision of all Public Works Department employees.
- Supervises the Engineering/ Public Works Clerk regarding administrative, engineering and public works matters.

QUALIFICATIONS:

- Must have graduated from high school. Graduation from a school of higher learning, preferably in public administration, business administration, civil engineering or closely related field. Prior experience in a managerial role within a governmental department, preferably public works and engineering, is desired. Experienced in handling municipal engineering matters and contract administration and management of construction projects.

SPECIALIZED KNOWLEDGE AND SKILLS:

- Possesses a valid New Jersey Drivers License. Possession of a CDL Class A or B endorsement is preferred.
- Able to sufficiently read, write, speak and understand English.
- Possesses basic computer skills and knowledge to operate computers, cellular phones and similar devices, which are necessary for the position. Proficient in AutoCAD Civil 3D design and drafting plans is preferred.
- Able to organize assigned work and develop effective work methods.
- Able to prepare, present and analyze complete and concise reports to and communicate with the Governing Body, other departments, the public and other governmental departments and agencies.
- Able to establish and maintain effective working relationships with municipal officials, employees, other department heads and employees, other governmental departments and representatives and the public.
- Possesses thorough knowledge of applicable State, County and Township policies, laws, rules and regulations involving Engineering Department and Public Works Department operations and tasks.
- Knowledgeable and experienced with public finance, fiscal and capital planning, vehicle and equipment purchases and budget preparation and presentation.
- Possesses knowledge of New Jersey Public Contracts Law, Prevailing Wage Act and State Contract; rules and regulations for services and purchases through national and state cooperatives and shared service agreements.
- Possesses knowledge of typical public works tasks and duties, including but not limited to, street repairs and reconstruction, storm drainage and management, sanitary sewer collection systems and pumping stations, buildings and grounds maintenance and repairs, recreation facilities, snow removal and de-icing processes and the necessary vehicles and equipment to perform the tasks.
- Possesses knowledge of preparing applications and the administrative processes of Federal, State and County grants, typically applied for by municipalities, including but not limited to, Community Development Block Grant, N.J.D.O.T., N.J.D.E.P. (sanitary sewer and MS4 stormwater), N.J.D.C.A. and Neighborhood Preservation grants and Camden County Open Space and Recreation Enhancement grants.

- Possesses thorough knowledge of the principles, practices, modern methods and techniques of civil engineering and the ability to read, prepare, analyze, develop and interpret construction plans and specifications for municipal projects and land development plans (layout, grading, storm drainage and management, soil erosion control, site lighting, landscaping, traffic circulation, environmental matters, construction details, etc.). Able to perform accurate and thorough quantity take-offs from land development plans, knowledgeable of the respective unit prices for the items and preparing estimates to determine the amounts for performance and maintenance guarantees and inspection escrow.
- Possesses fundamental knowledge of land surveying practices for municipal projects.
- Possesses knowledge of the construction management and administration processes for municipal construction projects, including but limited to, preparing bid documents, participating in the bid opening, evaluating bids, preparing recommendations for award of a contract, preparing contracts, coordination with contractors and inspecting the construction, performing measurements, calculating quantities, processing payment invoices and preparing change orders, preparing punch lists for corrective work and project close out.
- Able to participate in contract negotiations, prepare contract document, interpret and enforce the terms of the contract and Township Personnel Policy Manual with the public works employee association.
- Able to conduct and participate in the disciplinary and grievance processes with Public Works Department employees
- Able to review employment applications, conduct and participate in the interview and evaluation of candidates for employment in the Public Works and Engineering Departments.

POSITION SUMMARY

- Performs supervisory and administrative work, in a professional manner, not limited to planning, organizing, directing and supervising the Public Works Department with waste and recyclables collection, transportation, processing and disposal; administrative and recreation building grounds and equipment maintenance and repairs; vehicle and equipment repairs; stormwater collection conveyance and management; sanitary sewer collection, conveyance and maintenance; leaf collection and composting and street maintenance and repairs.
- Performs all work related to Engineering Department with clerical assistance.

PHYSICAL/ ENVIRONMENTAL CONDITIONS:

The individual must be able to meet the following physical demands to successfully perform the essential functions of the job (reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks):

- Work, primarily, performed in an office setting. Outdoor work requires walking and the observation and inspection of various outdoor conditions, sites and facilities.
- The individual is frequently required to sit and talk or hear; use hands to handle, feel or operate objects, tools and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch and/or crawl and lift items of different sizes and weights to various heights.
- Possesses vision abilities, which includes close and distant, color, peripheral, depth perception and focusing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises all Public Works Department and Engineering Department employees, either directly or indirectly through subordinates. Performs all municipal engineering duties.
- Determines and implements work procedures, preparation or oversight of work schedules and workflow.
- Develops policies and procedures to improve the efficiency and effectiveness of the public works operations.
- Maintains harmony among department employees and resolves grievances.
- Evaluates public works needs and develops short- and long-range plans to meet the needs for the operation of the department. Prepares budget requests and administers adopted budgets for the department. Reviews, authorizes and processes requisitions and purchase orders.
- Determines and enforces applicable codes, rules, regulations and ordinances, which are relative to the department.
- Handles and responds to inquiries by the public or others, relative to the department policies and procedures.
- Maintains contact with Township, County and State agencies, officials, groups, consultants and the public, regarding department services and activities.
- Evaluates public works issues and options and submit recommendations for solutions.
- Any and all other duties and responsibilities determined to be necessary and assigned by the Governing Body and the Mayor/ Administrator.

SELECTION AND EVALUATION GUIDELINES:

- Formal application, resume'
- Rating of education, knowledge and experience
- Oral interview(s) and reference checks
- Requested terms of employment
- Any other requests as determined by the Township

COMPENSATION:

Negotiable