



TOWN OF MANCHESTER, CT DEPT. OF PUBLIC WORKS

# DIRECTOR OF PUBLIC WORKS

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# THE COMMUNITY

Located east of the river in Hartford County, Manchester had its roots in the textile industry in the 19th century. Today, Manchester is a vibrant and diverse community with the largest retail district in the State in its north end, and a charming & re-emerging downtown at its heart. Its location, at the crossroads of several major interstates and proximity to Hartford, makes it a convenient location to work and live. Manchester's array of public services reflect a set of values shared by its residents and leaders committed to bringing Manchester into the 21st century as an up-and-coming community that cares about its residents, its children, its schools and parks, its roads and utilities, and its health and safety. The Town is currently undergoing a large-scale modernization and reorganizing of its school buildings to meet the highest educational standards for its students. Continuing investment in its beautiful public spaces aims to define Manchester as a true New England treasure, and the Town is taking great strides to cement its commitment to diversity, equity and inclusion, and is dedicated to serving all of its residents of all backgrounds and walks of life.



# NATURE OF WORK

Under administrative direction of the Town Manager, responsible for planning, directing and coordinating the work of the Department of Public Works in the design, construction, operation and maintenance of Town facilities, including streets, sidewalks, storm drainage, public buildings, park and recreation areas, cemeteries, water supply and distribution facilities, fleet maintenance, solid waste and recycling collection and disposal, and building inspection services.

# ESSENTIAL JOB FUNCTIONS

Plans and coordinates professional engineering work in the design and construction of public buildings, streets, sewer lines, water lines, sidewalks, parks, storm drainage, and cemeteries. Plans and coordinates professional architectural work in the design, construction and renovation of public buildings.

Coordinates plan reviews for the installation of public works facilities in new subdivisions for conformance to accepted engineering principles and Town regulations. Coordinates and plans the maintenance of streets, sidewalks, cemeteries, parks, public buildings, fleet vehicles, and recreation facilities.

Coordinates the removal of snow and ice remove from local streets, public sidewalks, and public parking lots. Coordinates refuse and recycling collection and disposal, fleet repair services, and building inspection services.

Prepares the annual departmental operating budget and is responsible for the fiscal management of the Department and Divisions. Prepares and recommends an annual program and a long-term (five years or more) program of capital improvements for public buildings, facilities, equipment and infrastructure for the Town. Coordinates the applications for grants and administers grant funding received for public works projects, building projects, or projects done in conjunction with other agencies of the Town or state.

Formulates major operating policies for the department, and recommends or initiates changes in organization or operating procedures. Meets and negotiates agreements with attorneys, contractors, and State and Federal Officials relating to public works matters. Participates in collective bargaining as required.

# ESSENTIAL JOB FUNCTIONS CONTINUED

Directs all building construction and renovation projects of the Town; directs the building and renovation of schools as authorized by the Board of Education; works with the Town Building Committee. Promotes effective employee relations, enforces Town personnel policies and assures compliance to established work rules and federal, state and municipal regulations.

Represents the department at meetings and hearings before the Board of Directors, the Town Building Committee, the Planning and Zoning Commission and other state/federal agencies.

Hears and makes recommendations on grievances filed by employees within his/her department.

Hires consulting engineers, architects, or other professionals to meet project needs of the community.

Performs other duties as assigned.



# DESIRABLE KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the principles and practices of public works administration and management techniques. Extensive knowledge of municipal engineering and public works construction, operations and maintenance, public buildings and facility maintenance.
- Extensive experience in labor relations preferred.
- Ability to coordinate, plan and direct the work of a sizeable professional, technical and labor staff in varied public works activities. Ability to coordinate the work of various operating divisions and of the department with other municipal and State agencies.
- Ability to prepare and present effectively, oral and written information and recommendations relating to activities of the department.
- Ability to establish and maintain effective working relationships with subordinates, local elected and appointed officials, State and Federal authorities, and the general public.
- Bachelor's Degree in Public Administration, Business Administration or a related field and five (5) years of responsible administrative experience in public works construction, management, and/or maintenance. Suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager or their designee. Possession of a Professional Engineer's license desirable.

# PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of more than 50 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as shifting gears on a vehicle; tasks which require arm-hand steadiness such as climbing a ladder. Able to stand and/or remain in uncomfortable positions for long periods.

Must be able to see objects closely, as in typing a report and far away, as in driving; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Must be able to work in a professional manner with co-workers, customers and the public at large.

May be exposed to: hazardous wastes or chemicals; high, low or fluctuating temperatures; humidity or wetness; seasonal outdoor weather; grease, oil or dust; toxins, cytotoxins or poisonous substances; electrical hazards and burns; bodily injuries; loud or unpleasant noises.



# SALARY & BENEFITS

The anticipated salary range for the position is \$140,000-\$160,000, dependent upon qualifications.

The Town of Manchester offers an excellent and comprehensive benefits program including:

- Generous annual leave includes 20 paid days, 14 paid holidays, and separate paid sick leave
- Health/Dental Insurance including PPO options and HDHP with Town funded H.S.A account
- Section 125 Flexible Benefits Plan
- Paid Life/Long Term Disability Insurance
- 401(a) Defined Contribution Plan with six percent (6%) fully matched Town contribution
- (457) Deferred Comp Savings Plan
- Paid Parental Leave
- Tuition Reimbursement
- Section 529 Qualified Tuition Plan
- Student Loan Repayment Assistance
- This position is eligible to use a Town vehicle for commuter purposes



**THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.**

# ORGANIZATIONAL CHART

