

## **JOB OPENING FOR DIRECTOR OF PUBLIC WORKS**

The Director of Public Works, under the general direction of the First Selectman, plans, organizes and supervises the activities of the Highway Department, the Town's Transfer Station and Recycling Center, and the Railroad Parking Facilities, in compliance with Federal and State Health and Environmental laws and regulations and Town of Redding ordinances. On call 24 hours per day, 7 days per week.

Provides general direction to Highway Department Foremen and general supervision to laborers, semi-skilled and skilled maintenance workers and equipment operators, and Transfer Station and Recycling Center personnel. Assists the First Selectman in the selection of new employees and is responsible for training, evaluation, and personnel actions for employees of the Highway Department, the Transfer Station and Recycling Center.

Supervises a Highway Department crew of (12) full time employees including: (2) Foremen, equipment mechanics, machine operators, truck drivers and laborers, and 1 Administrative Assistant

Supervises a Transfer Station crew of 8 (3 Permanent and 5 On Call crew)

Organizes and implements emergency storm response system, including plowing and sanding of roads. Performs road and grounds safety inspections. Inspects roads and bridges to ensure that driving conditions are safe, issues surface condition reports, and takes action as necessary.

Ensures that all vehicles, heavy and light equipment are serviced and repaired and that appropriate records are written and kept; maintains inventory of spare parts and supplies for all equipment and systems, ensuring continuous operations of same.

Prepares the annual operating and capital budgets for the Highway Department and the Transfer Station for the Board of Selectmen, prioritizes and schedules projects and maintenance staff to ensure that projects are completed on time. Prepares specifications for equipment purchases and contractual services. Assists the Town Engineer and Town Planner in designing and costing construction sites and projects.

Evaluates, approves, records and audits all purchases, expenditures, revenues; coordinates permits; reviews operations for additional cost savings; researches grant opportunities, maintains files.

Trains employees in the use of equipment in a safe and effective manner; evaluates employee performance and disciplines employees as necessary. Evaluates work methods and procedures and effects improvements.

Negotiates vendor contracts and coordinates rebates (transfer/recycling); interfaces with schools regarding recycling requirements; coordinates pickup and storage of Mark Twain Library books for the book fair.

Maintains the West Redding Town Station Railroad Parking Authority Lot in compliance with the town's parking ordinance; evaluates and approves all purchases, expenditures and revenues.

Responds to citizen inquiries, complaints, and takes corrective action as necessary.

Consults with Zoning, Land Use and Health department.

Serves as the Redding representative at meetings of the Housatonic Resources Recovery Authority (HRRA).

Performs other duties as required.

#### Required Knowledge, Skills and Abilities

Knowledge of the functions, operating methods and care required of the heavy and light equipment used in roads and building maintenance projects. Knowledge of operation of a DEEP approved transfer station, recycling center, bulky waste, composting, closed landfill, hazardous materials and hauling requirements. Knowledge of the work hazards, safety practices and federal and state laws relating to safety, regulations and town ordinances, OSHA rules, requirements and inspections, state guidelines to remove and haul various materials.

Knowledge and ability to evaluate and coordinate employees, equipment and facility operations in the most productive and cost-effective manner.

Knowledge of Union Contracts and the ability to work within them.

Knowledge of basic mathematics and budget practices. Ability to plan and organize seasonal and maintenance operations and emergency responses. Ability to understand, follow and give oral and written instructions. Ability to lead groups and direct work in a team setting. Ability to provide clear instructions and training to staff. Ability to detect needed repairs and make necessary operations adjustments.

Ability to prepare a department budget, analyze, approve, record and audit revenues, prepare required reports and to obtain required government certifications.

#### Required Equipment Operation

Operates a personal computer, standard office equipment and various highway equipment, when necessary, drives motor vehicle.

#### Required Physical Effort

Ability to perform supervisory work under adverse weather conditions. Considerable physical effort required in walking, standing, and climbing while performing supervision and road and bridge inspection duties. Exposure to normal construction hazards while supervising work.

Some degree of stress involved in public contact. Drives a motor vehicle and department equipment, when necessary.

Required Qualifications (minimum)

Graduation from high school or technical school and six years of progressively responsible experience in highway maintenance or construction work, including three years of supervisory experience with extensive experience in the operation and maintenance of heavy construction and maintenance equipment; or any equivalent combination of education and skills which demonstrates possession of the required knowledge, skills and abilities.

Special Requirements

Connecticut CDL Class B License Preferred  
DEEP Certification and Training for Solid Waste Facility Operators or the ability to obtain Certification.  
Certified Tree Warden or the ability to be certified within 1 year

Salary commensurate with experience

Benefits: Include Medical, Dental and Life Insurance, Short Term and Long-Term Disability, 457 Plan, Vacation, Holiday, Sick and Personal Days.

Regular Work Schedule: Monday-Friday 8hrs per day-December-March  
Monday- Thursday 10 hrs per day April-November

Emergency/Inclement Weather: 24/7 on call position

Interested parties should fill out an application and deliver in person to Steve Gniadek, or via email at: [sgniadek@townofreddingct.org](mailto:sgniadek@townofreddingct.org)

The Town of Redding is an Equal Opportunity Employer