



**BATH**  
MAINE *City of Ships*

## Employee Job Description

<b>Job Title</b>	<b>Deputy Director, Public Works</b>
<b>Department</b>	Public Works
<b>Grade Level</b>	13
<b>FLSA Status</b>	Exempt
<b>Union Status</b>	Non-Union
<b>Employment Status</b>	Full Time Permanent
<b>Last Updated</b>	October 29, 2024

### **GENERAL PURPOSE:**

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, sewer, street, traffic control, landfill/recycling and other public works projects and programs. Also holds title of Director of Solid Waste.

### **SUPERVISION RECEIVED:**

Works under the general guidance of the Public Works Director, with a high degree of independence.

### **SUPERVISION EXERCISED:**

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned, and on behalf of the Director. Serves as Acting Public Works Director in the absence of the Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages municipal solid waste programs, such as landfill operations, curbside collection, recycling, and composting. Ensures compliance with design standards, monitoring requirements, and environmental safety concerns, all applicable regulations and operating licenses.
- Oversees the maintenance and operation of the public works equipment fleet and associated equipment. Prepares specifications for equipment and materials acquisition.
- Supervises Public Works department staff. Assigns projects and teams. Assists the Public Works Director in hiring, interviewing, discipline, training and evaluating the departmental staff.
- Participates in the ongoing maintenance of the public infrastructure to ensure compliance with design standards, protection from liability issues, environmental and safety concerns, all applicable regulations, agreements, contracts and legal requirements.
- Responds to complaints and citizen requests. Investigates and prepares work orders for corrective action as appropriate.
- Reviews street and drainage construction performed by private contractors for adherence to municipal and contract specifications prior to acceptance or approval of the work by the City.

- Reviews potential public works improvements and annual budget estimates, and makes recommendations to the Public Works Director.
- Provides technical assistance to colleagues and the public, promotes public education, assist with disseminating public information.
- Performs research; creates and maintains records and reports.
- Oversees and directs specific projects as assigned; performs related work as required.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- High School Diploma or GED equivalent. Bachelor's degree in relevant field of study, preferred, and;
- Five years of progressively responsible experience in Public Works or a closely related field, including experience in supervision, management, budgeting, and administration; or
- Any combination of education and experience.

### **Necessary Knowledge, Skills, and Abilities:**

- Considerable knowledge of municipal public works functions and management including public infrastructure, construction, road maintenance, solid waste management, and sewer-stormwater systems. Knowledge of best practices for public infrastructure maintenance and construction.
- Knowledge of occupational hazards and safety precautions.
- Working knowledge of relevant federal, state and local laws.
- Skill in operating computer applications such as Microsoft Office and ability to learn additional programs such as GIS and work-order systems.
- Skill in managing people, projects, and administrative tasks. Ability to work independently without supervision and prioritize work.
- Ability to handle stressful situations and effectively deal with difficult or angry people. Ability to establish and maintain effective working relationships with staff, third parties, and the public.
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Ability to communicate effectively orally and in writing, and to follow verbal and written instructions.
- Must have a valid State Class C Driver's license.

## **PHYSICAL REQUIREMENTS**

This job primarily works at a computer in an office and frequently visits project sites and other facilities. Project sites may be indoor or outdoor and may occur in a variety of weather, temperatures, and environments. Hand-eye coordination is necessary to operate computers and various tools/pieces of equipment. While performing the duties of this job, the employee is frequently required to stand; walk; talk, hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, crawl, and climb ladders. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement and is subject to change. The City of Bath is an Equal Opportunity Employer.