

**TOWN OF TIVERTON, RHODE ISLAND**  
**JOB DESCRIPTION**  
**PUBLIC WORKS DIRECTOR**



**SUMMARY OF DUTIES:**

The Director of Public Works is required to have a 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 the field. The Director 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. The position reports to the Town Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Director of Public Works must utilize computer equipment and programs, including Microsoft Suite and other professional software programs to create letters, forms, notices, spreadsheets, reports, track activities, review plans, maps, etc.

The Director must work effectively and communicate daily with the public, supervisors, support personnel, engineers, contractors, and Town staff. The Director is required to read, comprehend, and interpret engineering plans and specifications.

The Director will be required to perform the following tasks:

- Analyze various infrastructure problems and apply engineering principles.
- Perform basic civil engineering computations and design.
- Provide effective, proactive contract management.
- Effectively communicate ideas and instructions to department personnel.
- Knowledge of all safety regulations applicable to the operations of a municipal public works department.
- Knowledge of the 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 public works programs, procedures, techniques, and ideas.
- Willingness to undertake new responsibilities and assignments for the expansion of the department and the advancement of the Town.
- Attend Town Council, Planning Board, Recycling Committee, and Tree Commission meetings 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 emergencies.
- Oversee winter storm operations. Personal attendance and supervision of the Director is mandatory.
- Develop the paving schedule through a pavement management program.
- Administer the Storm Water Management Program Plan and prepare annual RIPDES following RIDEM regulations.
- Ensure compliance with the landfill/transfer station operating license as required by the Department of Environment Management.
- Investigate and address all public complaints.
- Schedule department work with supervisors.
- Recommend to the Town Administrator new policies and procedures for implementation.
- Write reports relative to inspections, deficiencies, needs, and other department activities and submit monthly activity reports.
- Develop and monitor the various department operating and capital budgets.
- Develop labor, materials, and project specifications to support the public purchasing process.

#### **MINIMUM QUALIFICATIONS:**

The Director shall have had training and/or experience in administration, engineering, construction, or other professional fields which pertain to the responsibilities of the department per Section 901 of the Tiverton Town Charter. The Director must have at the time of appointment or obtain within six (6) months all training required to participate in the operation of the Town's Emergency Operations Center under the National Incident Management System. The Director is required to maintain a valid driver's license or CDL.

#### **PREFERRED QUALIFICATIONS:**

The Director with preferred qualifications shall have obtained a Bachelor of Science in Civil Engineering or a related Engineering field and certification from the State of Rhode Island as a Professional Engineer (PE) or ability to obtain within six (6) months of appointment. The Director must have or obtain within six (6) months of appointment training required to participate in the operation of the Town's Emergency Operations Center under the National Incident Management. The Director will be required to have a valid driver's license or CDL.