

## Town of Shoshoni

<b>Job Title:</b>	Director of Public Works	<b>Job Category:</b>	Public Works
<b>Department/Group:</b>	Public Works	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Shoshoni	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	\$56,160 - \$68,640 Yearly	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Town Clerk	<b>Date Posted:</b>	N/A
<b>Will Train Applicant(s):</b>	Shoshoni Town Ordinances, Infrastructure Systems	<b>Posting Expires:</b>	N/A
<b>External Posting URL:</b>	N/A		
<b>Internal Posting URL:</b>	Internal		

### Applications Accepted By:

#### FAX OR EMAIL:

shoshoni@townofshoshoni.org  
Subject Line: Director of Public Works

#### MAIL:

Town Clerk  
Town of Shoshoni  
PO BOX 267  
Shoshoni, WY 82649

### Job Description

#### GENERAL PURPOSE

Under general administrative direction, to serve as the principal administrative officer for the Public Works Department; to plan, direct, review, and manage Department activities and operations focused on providing a wide range of public services activities; and to perform other duties as required.

#### SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

#### SUPERVISION EXERCISED

Provides general supervision to all department-personnel directly or through subordinate supervisors.

#### ESSENTIAL FUNCTIONS

The position has overall responsibility for managing a wide range of public service activities including streets, parks, landscape, facilities and fleet maintenance; permit issuance; water quality and waste management reporting; graffiti removal and weed abatement programs; Capital Improvement Project Programs; development agreements; inspections; citizen patrol and emergency management functions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending on assignment, duties may include, but are not limited to, the following:

- Plan, organize, manage, lead, and direct the overall operations, maintenance and repair of a variety of municipal services including, but not limited to, Town streets, parks, landscape, facilities and fleet maintenance.

- Oversee Public Works functions including permit issuance, inspections, water quality and waste management reporting, graffiti removal and weed abatement programs, development agreements, Capital Improvement Project Programs, Citizen Patrol and Emergency Management.
- Select, assign, train, direct, and evaluate subordinate staff; assure training and guidance for staff involved in various aspects of public works and related services; oversee and implement disciplinary personnel actions when necessary.
- Participate as a member of the Town's Executive Team; provide assistance to the Mayor and the Town Council on Capital Improvement Project Programs and Public works service-related matters.
- Oversee project management for the construction of the municipal public works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Maintain regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services; attend meetings, conferences, and workshops as assigned.
- Develop, plan, and implement Department goals and objectives in accordance with the core purpose, mission, vision, and values of the Town; develop, recommend, and administer policies and procedures; establish priorities; monitor the efficiency and effectiveness of Department work products through quality control and related activities.
- Prepare, administer, and recommend the Department budget; analyze fiscal data to identify and project resource needs; obtain needed resources; develop strategies to increase Department funding; develop and monitor grant-funded programs; monitor and approve budget expenditures.
- Coordinate assigned activities with Town officials, other Town departments, and outside agencies as appropriate; participate on committees and boards and in community activities as assigned; determines applicable codes, regulations, and requirements for assigned projects.
- Oversee the bidding of contracts, competency of contractors and vendors, and the selection criteria for public contracts.
- Implement, enforce, coordinate and manage the Town's Construction and Demolition Recycling Ordinance.
- Review, approve, process and issue Public Works permits including Encroachment, Stock Pile, Haul, Import and Export permits.
- Integrate and direct department staff with required maintenance and repair of the Town's Public Works water distribution and waste management collection infrastructure; administer and facilitate the Town's water quality permit.
- Oversee the Citizen Patrol program including operations and maintenance of assigned vehicles; serve as staff liaison to the Town's Public Safety Commission.
- Manage the Town's Emergency Operations and regularly participate in training provided by the County, State, Federal agencies in preparation for unforeseen emergencies and disasters.
- Direct and/or participate in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; make presentations to Town officials as required.
- Review legislation and assure compliance with laws, regulations, statutes, and codes that impact Department operations.
- Perform related duties as required.

### WORK REQUIREMENTS

- Municipal public works planning, designing, maintenance and construction, streets, traffic and utilities maintenance programs.
- Principles related to public buildings, and capital facilities planning and development.
- Applicable Town policies, laws and regulations affecting Department activities.

- Principles and practices of modern public administration including planning, organizing, staffing, supervising, training and managing financial and human resources.
- Principles and practices of budgetary development, control, and administration.
- Techniques and methods of preparing designs, plans, specifications, estimates and reports for proposed municipal facilities.
- Public relations practices and techniques.
- Research methods; report writing techniques; statistical concepts and methods.
- Principles and techniques of project management.
- Ability to:
  - Lead, administer, and oversee a municipal Public Works Department.
  - Develop and implement service-related strategic plans, policies, and procedures.
  - Analyze complex technical and administrative problems, evaluate alternatives, recommend solutions, and prioritize work.
  - Read and interpret complex laws and regulations regarding parks and public works related.
  - Prepare clear and concise reports, correspondence and other written materials.
  - Select, lead, manage, supervise, motivate and evaluate staff and provide for their training and professional development.
  - Establish and maintain cooperative working relationships with the Town Council and a variety of citizens, public and private organizations, boards and commissions and town staff.
  - Communicate effectively, orally and in writing.
  - Represent the Town in a professional, effective manner.
  - Work well under pressure, meeting multiple and sometimes conflicting deadlines.

### TRAINING AND EXPERIENCE REQUIRED

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Experience – Five years of increasingly responsible professional public works experience of which at least three years were in a supervisory capacity, and/or
- Education – Bachelor’s degree from an accredited college or university in civil engineering, public administration or a related field. A Master’s degree is highly desirable.

### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Wyoming Class C driver’s license and good driving record.

Must possess or become certified within one (1) year of employment as a water and wastewater operator with the Wyoming Department of Environmental Quality (DEQ).

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday.

Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions. Incumbents may operate both office and physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Requires the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job.

Reviewed By:	Name	Date:	Date
Approved By:	Governing Body	Date:	05/10/2022
Last Updated By:	Name	Date/Time:	Date/Time