

ROAD COMMISSIONER

(This position is an elected official.)

Nature of Work

This is responsible administrative and technical work in directing the activities of the municipal Public Works Department as outlined below and in relevant sections of M.R.S.A. Title 23.

The employee of this position is responsible for staffing, organizing, directing, and coordinating all phases of municipal public works, including street, sidewalk, care, maintenance, reconstruction, and construction, snow and ice control or removal, culverts, cemeteries, garage facilities, automotive and equipment maintenance and public works administration. Work involves administering departmental work priorities, planning and implementing work programs, and making different technical and administrative decisions. Work is performed with a high degree of independence under the general directions of the Board of Selectmen and in coordination with the Town Manager.

Examples of Work (Illustrative only)

Confers with, advises and gives technical direction to subordinates on problems relating to the maintenance and development of the street system, storm drainage systems, the purchase and maintenance of automotive and related equipment, care and maintenance of cemeteries, snow and ice control and removal, and other emergency situation problems.

Maintains contact with outside contractors in regard to coordinating performance of Public Works projects, or in coordinating work of outside contractors on major projects.

Prepares and reviews the annual Public Works budget in cooperation with the Town Manager and Select Board for submission at the annual Town Meeting.

Monitors the budget on an ongoing basis, including expenditures and the accomplishment of work priorities, maintaining appropriate records. Keeps Select Board and Town Manager informed regarding the status of the Public Works Department.

Directs departmental purchasing activities, including the preparation of technical specifications for equipment, materials and other items for purchasing, reviews submitted bills and approves subject to budgetary and statutory constraints.

Supervises program planning for all divisions in the Public Works Department, including the development of working schedules, highway maintenance plans, road surface management, and capital purchasing plans.

Maintains a wide variety of records, prepares a wide variety of reports, including Annual Report.

Prepares project estimates, correspondence and reports; confers with Town Manager and Select Board on new or revised work projects and needs.

Receives and investigates, and disposes of complaints or requests from citizens.

Attends meetings as necessary, such as public works related Select Board meetings.

Is responsible for performance evaluation, and discipline of public works employees; processes department payroll.

Performs related work as may be required.

Requirements of Work

Extensive knowledge of the modern principles and practices of public works administration as applied to the construction and maintenance of streets, sewers and other public works.

Working knowledge of safety procedures related to public works activities.

Extensive knowledge of the ability to apply the principles and practices of organization, management, and personnel and financial administration in the operation of a major municipal department.

Ability to assign, delegate, organize, direct and coordinate the activities of subordinates.

Ability to develop long term plans and programs and to make sound decisions on matters of operating policy and administrative problems.

Ability to establish and maintain effective working relationships with subordinate employees, other municipal officials and the general public.

Ability to present facts effectively in oral and written form.

Ability to maintain records and prepare reports.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Desirable Experience and Training

Considerable administrative and operational public works experience; graduation from a standard high school or vocational school, supplemented by college level course work in engineering, bookkeeping, or any equivalent combination of experience and training.

Necessary Special Requirements

Must possess a valid State of Maine Class II motor vehicle license.

Physical strength and agility sufficient for performing the duties of the job.