

TOWN OF BETHLEHEM

Selectmen's Office

36 Main Street South * PO Box 160
Bethlehem, CT 06751-0160
(203) 266-7677 • fax (203) 266-7670

September 12, 2017

HELP WANTED:

The Town of Bethlehem is seeking applications for a Public Works Director.

Responsible for the administration of Public Works including roads, Transfer Station, building and grounds, and vehicle maintenance.

Full-time position, medical and dental insurance available, Defined Contribution 457 plan available.

Applications are available from the Selectmen's Office or on the Town's website:

<http://www.ci.bethlehem.ct.us/>, and will be accepted through Friday, September 29, 2017

The Town of Bethlehem is an Equal Opportunity Employer.

Please send a letter of interest, application, and resume to:

Town of Bethlehem
Attn: Selectmen's Office
P.O. Box 160
Bethlehem, CT 06751-0160.

**TOWN OF BETHLEHEM
JOB DESCRIPTION
DIRECTOR OF PUBLIC WORKS**

POSITION SUMMARY:

Responsible for the administration of the Public Works operations of the Town.
This position is not part of a collective bargaining group.

BASIC FUNCTION:

Under the direct supervision of the First Selectman, organizes and administers the public works operations including capital improvement projects in accordance with Board of Selectmen policies. Responsible for developing and managing the budget of the Public Works Department including road and building maintenance and construction, and town land maintenance. Supervises all full and part-time assigned personnel.

Work requires continuous supervision of semi-skilled and unskilled workers. The work entails an independent responsibility, and varying degrees of technical knowledge. Must be available to advise and participate directly in the planning and execution of work assignments. Supervises seasonal and snow plowing crews, and outside contractors as required. Performs work of subordinates as necessary.

PERSONAL RESPONSIBILITIES AND DUTIES:

Formulates long range and short range plans for Town road maintenance and construction, refuse transfer station, and recycling operations, and equipment maintenance and operations.

Provides supervision and delegates responsibilities to assigned full and part-time equipment operators, drivers, mechanics, and road maintainers.

Plans, assigns, trains, and inspects the work of unskilled and semi-skilled subordinates engaged in maintenance, construction, and repair of streets, gutters, catch basins, storm drains, parks and Town facilities, and other public works duties.

Administers and supervises seasonal maintenance including resurfacing, repairing, sweeping, grading, plowing, salting roads, and upkeep of roadside trees, grass, brush, and drainage areas, bridges and dams.

Assigns and inspects the work of street cleaning, and catch basins and storm drain cleaning. Supervises subordinates and contractors in the removal of snow and ice, work on highway projects, and maintenance of Town facilities.

Supervises the maintenance and repair of assigned vehicles and equipment. Recommends the purchase of new equipment and machinery. Maintains detailed equipment maintenance, repair, and operations files. Keeps informed of existing conditions, and takes corrective measures when necessary. Works and consults with State officials as necessary. Administers, coordinates, and supervises work of outside contractors for services related to highway, refuse transfer station, and recycling. Reports status of operations to the First Selectman periodically.

Must maintain State of Connecticut Department of Environmental Protection Certification as "Operator of Any Connecticut Solid Waste Landfill and/or Transfer Station". Coordinates the compliance with the Transfer Station/Recycling Agreement in force.

Oversees recruitment and recommends the employment of personnel to assigned billets, organizes, trains, schedules, and evaluates personnel. Assigns and reviews all daily and long-term work objectives. Recommends promotions, transfers, or discharges of staff. Prepares and maintains daily time sheets for assigned personnel identifying work accomplished and allocating labor costs to the applicable budget line accounts. Insures that assigned personnel accomplish their tasks in a safe manner. Investigates and reports on all work site safety violations or worker accident, and job related illnesses.

Performs and oversees the construction and repair of walls, fences, etc. on Town streets and other public property; and in the installation of street signs, oversees maintenance operations, inspects street openings and maintenance work of contractors and utilities involving public ways.

Prepares preliminary line item budget for town building maintenance and operations, road maintenance and construction, equipment maintenance and operations, town land maintenance, and capital projects estimates. Directs, administers, and accounts for expenditures in accordance with budget appropriations. Meets with vendors and contractors, writes specifications and cost estimates for capital projects, equipment, and materials; writes bid specifications for equipment, service, and supplies by outside contractors; and maintains records relating to projects and budgets. Acts as purchasing agent for department within the limitations of the approved budget. Receives materials ordered, annotating delivery tickets and sending them to the Selectmen's Office.

Inspects proposed road encroachments, including driveways being connected to Town roads and recommends construction parameters and bonding requirements to the Board of Selectmen. Assigns house numbers at the time of the preliminary driveway inspection, and assigns house numbers to houses not connected to Town roads.

Responds to and acts upon complaints by residents relating to public works conditions, referring unusual complaints to the First Selectman.

Conducts or oversees sessions on safety methods and other on-the-job training.

Maintains appropriate records, prepares time, cost, and other reports.

Responds to emergency calls on a 24-hour basis and provides crew and services as required by road, bridge, and weather conditions.

Provides coordination with other departments responsible for the various town buildings and land (athletic fields, parks, open space, and lake) providing technical guidance and support whenever needed.

Acts as local inspector of the dams (Long Meadow Lake and ex-Swendsen Farm), coordinating with CT DEEP as necessary.

Coordinates with, and advises, Regional School District 14 on Storm delay and cancellations during inclement weather.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to supervise, assign workers and equipment according to changing requirements; to organize, work with, and direct a group of subordinates.

Detailed knowledge of tools, equipment, practices, and appropriate and suitable materials for street repair, maintenance, patching, and repair, and of the techniques of using varied equipment to the best advantage under different conditions.

Close familiarity with the Town streets and drainage system, parks, and refuse transfer station/recycling center.

Ability to work with and effectively communicate with the Town Engineer.

Ability to understand and comply with state and federal job related health and safety regulations and requirements.

Ability to work effectively in emergencies.

Ability to interpret plans and keep routine records.

Ability to prepare budgets and control costs within budget while obtaining objectives.

Ability to establish and maintain cooperative relationship with the public, and with other municipal employees and elected officials.

Ability to maintain and manage the Public Works Office, computers, and records

Ability to work long hours.

Ability to work in adverse weather conditions.

QUALIFICATIONS (MINIMUM):

Graduation from college with a degree in science or engineering, or graduation from high school or equivalency supplemented by four years of public works, outside facilities, maintenance, and construction experience including some supervisory experience or equivalent combination of the above.

Must have a valid Connecticut CDL State Driving License (Class B or higher).

Must have or be able to obtain Tree Warden Certification.

Must have OSHA 10 Training.

APPLICATION FOR EMPLOYMENT

TOWN OF BETHLEHEM

The Town of Bethlehem is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, ancestry, color, religious, national origin, sex, sexual orientation, and disability.

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip

Telephone Number: _____ Social Security #: _____

POSITION BEING APPLIED FOR: _____

Date Available: _____ Salary/Wage Desired: _____

CT CDL Y/N: _____

FORMER EMPLOYERS: (List Last Four Employers - Last One First)

Month/Year Name and Address of Employer Salary _ Position

From _____

To _____

From _____

To _____

From _____

To _____

From _____

To _____

REFERENCES: Give Below the Names of Three Persons Not Related to You, Whom You Have Known At Least One Year:

Name	Address	Business	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that all information provided on the application (or an attached Resume) is true and correct. I understand that any misrepresentation or omission will be grounds for discharge from employment whenever discovered. I hereby authorize the Town of Bethlehem to check and verify all information on the application and fully release the Town of Bethlehem from any liability resulting from the verification process. I understand that all employment with the Town of Bethlehem is on an at-will basis, and that employees are free to resign or terminate at any time. I understand that this application does not constitute an employment contract.

Date: _____

Signature: _____