



Town of Middlebury Director of Public Works Operations

The Town of Middlebury, Vermont is a beautiful, thriving village listed on the National Register of Historic Places. A town of 9,152 residents, and home to Middlebury College, we are a small town, with a strong sense of community. The Town of Middlebury is hiring a Director of Public Works Operations position. You have the opportunity to join our team, providing oversight for the Public Works Department.

The Director of Public Works Operations oversees the daily operations of the Public Works Department, including the Highway, Water, Equipment and Wastewater Departments. This role requires strong leadership and supervisory skills, knowledge of OSHA/VOSHA safety standards and a preference of a background in Public Works operations, or similar experience.

A detailed job description can be found on the Town's website, www.townofmiddlebury.org. The ideal candidate will have an understanding of the principles and practices of construction, repair and maintenance of public works facilities. This position requires a majority of the day spent in an office setting with travel throughout the Town as needed to provide on-site project oversight.

The Town of Middlebury offers a competitive compensation and benefits package. The starting salary for this position is \$40-\$50/hr. Please send cover letter, resume and application to: Town of Middlebury, Attn: Crystal Grant, Executive Assistant to the Town Manager, Town Offices, 77 Main Street Middlebury, VT 05753, or e-mail to cgrant@townofmiddlebury.org for prompt consideration. Candidates are encouraged to apply as soon as possible.

The Town of Middlebury is an Equal Opportunity Employer

Town of Middlebury Job Description

Title Operations Director

Department Public Works

Reports to Town Manager

Date Prepared October 21, 2024

Approvals:

Supervisor

Date

Town Manager

Date

Overview

The Public Works Operations Director leads the Public Works Department and oversees the day-to-day operations. This position is responsible for maintenance & management of public works infrastructure systems, including highways, storm water management, wastewater treatment, water systems, vehicle maintenance, facilities maintenance, and management of workplace safety and OSHA/VOSHA compliance and training, and employee training and development, including management and oversight of employees in Highway, Water, Equipment and Wastewater Departments.

Knowledge, Skills and Abilities Required

- Knowledge of the principles and practices of construction, repair and maintenance of public works facilities, including roadways, bridges, drainage, water and wastewater systems a must.
- Experience working with municipal and state governmental agencies.
- Bachelor’s degree preferred, with not less than five (5) years’ demonstrated experience successfully managing people and process relative to Public Works operations, demonstrating progressive responsibility, or an equivalent combination of education and experience.
- Excellent supervisory skills, with particular emphasis on managing union-represented employees.
- Basic knowledge and understanding of collective bargaining agreements and a demonstrated ability to manage employees covered by such agreements.
- Strong working knowledge of OSHA/VOSHA safety standards and procedures for maintaining a safe workplace.
- Ability to use software and systems supporting day-to-day Public Works operations, and to investigate, evaluate and recommend new technology solutions, as needed. Previous experience

with Preventive Maintenance Work Order Systems and public infrastructure Asset Management technology is preferred.

- Ability to address workplace conflicts effectively and in the moment.
- Ability to be proactive and to work collaboratively with peers in other departments on projects of mutual interest.
- Ability to communicate effectively and professionally with members of the community, and respond to community needs in a timely fashion.
- Ability to adapt smoothly to rapidly shifting work priorities and work effectively under stressful conditions.

Duties and Responsibilities

Day-to-Day Public Works Operations:

- Provides direct supervision to Highway Department, Water Department and Equipment Maintenance personnel. Creates and manages daily and weekly work schedules based on known priorities.
- Provides management support to the Wastewater Superintendent to meet the day-to-day operating needs of the Town Wastewater Treatment Facility and related system infrastructure.
- Plans in coordination with the Director of Public Works Planning and supervises Water & Highway Department projects, working in close coordination with the Crew leaders to establish schedules, secure equipment needed, and allocate resources. Provides on-site project support and management, as needed.
- Manages vehicle fleet maintenance, working with the lead mechanic on behalf of Town Departments.
- Reviews and updates the Public Works worksite safety program and associated policies.
- Ensures all departmental work activities conform to OSHA/VOSHA safety standards and promulgates a “safety culture” in which all Public Works employees assume a mutual responsibility for maintaining safe work practices.
- Ensures all personnel have adequate safety training, including jobsite safety procedures and proper use of Personal Protective Equipment. Develops and maintains a schedule of needed safety training, by employee.
- Supervises and directs collection of field data for digitizing maps of Town infrastructure and makes recommendations for related technology investments.

Facilities Maintenance:

- Oversees physical maintenance and major repairs for Town buildings, equipment and parks.
- Works with appropriate Department Heads to develop baseline preventive maintenance needs and schedule for Town buildings.
- Develops and manages a work order system for tracking maintenance requests and scheduling preventive maintenance.
- Supervises one or more full-time maintenance staff.
- Makes recommendations for needed capital repairs & improvements to Director of Public Works Planning.

Budget and Administration:

- Prepares and manages operating and maintenance budgets for the Water, Wastewater, Highway and Equipment Departments in coordination with the Wastewater Superintendent and Public Works Planning Director.
- Works closely with the Public Works Planning Director to identify and prioritize future property and equipment capital needs as part of preparation of the overall annual capital budget request.

Working Conditions

This position is based in the Department of Public Works office but requires frequent travel within Town limits to provide on-site project oversight, as needed. Some evening and weekend availability may be required in support of winter operations for snow removal & emergency services.

Disclaimer

The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.