



JOB TITLE: Director of Public Works
REPORTS TO: Moorcroft Town Council

JOB TYPE: Full-Time Exempt
STARTING RANGE: DOE

Job Overview

The purpose of this position is to manage, plan, direct and review the daily activities and short and long term operations and plans for all streets and alleys, parks and cemeteries, vehicle and equipment maintenance, stormwater, sewer, drinking water, landfill and all other town facilities and infrastructure. The DPW of the Town of Moorcroft both oversees and works alongside the public works employees. This is a supervisory position and will require oversight of public works employees. This position requires direct interaction with residents of the town, as well as the public at large.

Essential Duties and Responsibilities

- Plans (short and long term), directs, and coordinates the activities of the Streets, Alleys, Parks, Water, Sewer, Cemeteries, Vehicle and Equipment Maintenance, Stormwater, and all town facilities and infrastructure in or outside of the town limits.
- Establishes plans and schedules, manages standards and procedures for operating and maintaining the towns streets, alleys and infrastructure, as well as establishing maintenance policies and procedures for Parks, Cemeteries, Vehicles and Equipment. Ensures that Town water and sewer facilities are operational and meet all established Town, State and federal standards.
- Recruits, recommends (with council approval) and supervises employees for and within the public works department.
- * Conducts yearly evaluation of PW personnel and ensures that all employees under his/her direction, comply with the Towns Personnel and Policy Rules and Regulations, safety and security standards. Works with employees to correct deficiencies; implement discipline and termination procedures.
- Attends Town Council Meetings and workshops (as required by Town Council) and responds to questions and complaints from the general public and from the elected officials.
- * Ensure the accurate reporting of time cards, personal leave and vehicle mileage reports.
- Provides weekly updates to the town council on town projects before and after completion.

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Provides long term planning for the town's capital improvement plans or initiatives for the public works department and reports to the council on a monthly basis via email or at a monthly council meeting, at minimal status/progress.

- Assist in developing the annual budgets and capital improvement needs in support of long range planning of capital improvement plans or initiatives for each area of the public works areas, and monitors the progress of the budget throughout each fiscal year.
- Works in the field in the various areas found within the PW department at least 50% or more of the work week.
- Assists with Town functions and special events and works on-call to handle emergency work as required or necessary and will take one (1) on call/well check weekend per month.
- Works with Engineers and other town personnel on projects, with the objective of keeping projects on schedule, and within budget. Monitor work done by outside firms, including engineers and contractors, to ensure the work being done is of high quality, and in the best interest of the Town.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, minimize over-time, and work cooperatively and jointly to provide high-quality customer service.
- Facilitate solutions to problems facing the PW department.
- * interacts directly with other department heads, Moorcroft Town Council and public. Displays strong interpersonal skills while promoting the interests of the Town
- Performs other duties as assigned by the Moorcroft Town Council.

Section 1: Minimum Job Requirements

- High school diploma or equivalent.
- Valid Wyoming Driver's License Class C. **Class A or B preferred.**
- Demonstrate and maintain a good safety record and good driving record
- Ability to obtain a Level I water and wastewater State of Wyoming License within 1 year of employment.
- 3+ years' experience in Street maintenance and construction.
- 3+ years' experience in grounds maintenance
- 3+ years' experience in a supervisory role

Section 2: Additional Job Requirements

- Mathematical Ability - Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals. Judgement and Situational Reasoning Ability
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Basic computer skills and the ability to adapt to technological changes as they are implemented.

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Section 3: Physical Requirements

* Ability to exert physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, carrying, and lifting, pushing and pulling up to 50 pounds.

Section 4: Working Conditions

This position requires working under a variety of working conditions without direct supervision, where exposure to environmental factors, such as temperature variations, odors, noise, vibrations, wetness, machinery, electrical currents, vehicular traffic and/or dust cause discomfort and where conditions may be hazardous.

* This is highly physical work that regularly requires working outside and occasionally works inside.

* The position is frequently exposed to natural weather conditions including extreme cold and extreme heat.

Section 5: Work Schedule

* This position works eight (8) hour days, Monday through Friday (excluding holidays). Note: An alternate work schedule can be approved by the Moorcroft Town Council, if the work schedule is in the best interest of the Town.

* This position is required to assist in response to emergencies and emergency operations during off-duty times. Emergency response shifts can occur at any time, day or night, seven days per week including holidays.

* This position will cover one (1) weekend per month of on-call/well check duty if there are less than three (3) PW Technicians employed by the Town of Moorcroft. If there are four (4) or more PW Technicians, the PW Director will cover the on-call/ well check as the fill in/backup as needed.

Section 6: Personal Knowledge, Skills, and Abilities

The Town of Moorcroft has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external Town services. These core competencies allow the Town to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes.

Every successful employee is expected to demonstrate each of the following core competencies:

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1. **Personal Accountability** Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.
2. **Communicates clearly and concisely:** Presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands the importance of non-verbal communication and presents oneself in an appropriate manner.
3. **Job Performance:** Maintains functional knowledge for the position including experience, education, situations and systems. Follows town and department policies and procedures regarding work performance as defined by the department and town.
4. **Initiative and Innovation:** Recognizes and proactively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.
5. **Demonstrates leadership** and willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish town and department goals. Willing to take a proactive stance and/or leadership role.
6. **Puts goals of the Town and/or department** ahead of personal agenda, and supports and acts in accordance with or Town departmental decisions even when such decisions may not entirely reflect personal position.
7. **Works to understand decisions, the reasons behind decisions, and is able to communicate them.** Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives. .
8. **Works in a manner that is safe and does not expose him or herself, or other Town employees, to unnecessary risk.**

Section 7: Benefits Available

This position is eligible for enrollment in the Town of Moorcroft’s complete benefits program, including health, dental, vision, and life insurance, and sick, personal and vacation leave. This position is eligible for Wyoming Retirement. All benefits are established and subject to change as determined by the Town Council at the passage of the yearly budget.

Section 8: Other Information and Disclaimer : Department Public Works

Employment Status:	At Will Employee
Pay Rate Type:	Full-Time Pay Rate: Exempt DOQ
Hours per Week :	Minimum of 40 hours per week.
Weeks Per Year:	52
Holidays:	Established by resolution of the council
Class A or B Driver License	Preferred, is subject to the need of the town.
Random Drug Screen	Yes Handbook Policy 2.5 SUBSTANCE ABUSE
Drug Test Requirement	Yes
Employment Physical Requirement	Yes (paid for by employer)
Background Check	Yes (Includes Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The Town of Moorcroft reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary.

The job description is not a contract or guarantee of employment. Town of Moorcroft is an equal opportunity employer.

Employee Signature: _____ Date: _____

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