

POSITION DESCRIPTION
DIRECTOR OF PUBLIC WORKS AND PROPERTY

POSITION TITLE: Director of Public Works and Property

REPORTING RELATIONSHIP: The person in this position reports to the Chair of the Roads Committee.

DUTIES AND RESPONSIBILITIES:

A. Town Road Maintenance, 54.68 miles of Town Road.

1. Purchase, placement and repair of all signs, posts and guardrails as needed.
2. Blacktop patching and shoulder graveling when required.
3. Maintain Town Road ditches and culverts as needed.
4. Mow roadsides.
5. Tree removal, branch trimming and brushing for safety.
6. Removal of litter and garbage along Town Roads.
7. Other duties as may arise from state, county or town requirements.

B. Town Vehicle & Equipment Maintenance.

1. Maintain all town equipment. Where practicable, perform maintenance in-house.
2. Maintain a maintenance log for each piece of town equipment including type of maintenance, date, and notes as needed. Each log is to contain a maintenance schedule.

C. Parks and Property.

1. Amsterdam Park, Historical Marker, Park Square Park and Amsterdam Cemetery landscaping and maintenance.
2. Town Hall grounds, landscaping, exterior and interior maintenance of Town Hall.
3. Raise, lower, and replace flag at Town Hall as needed.
4. Prepare Town Hall for elections and other special Town functions.

D. Recycling Center.

1. Coordinate with waste disposal and recycling services for pickups.
2. Coordinate for e-waste, oil, oil filters, brush and compost disposal.
3. Maintain recycling area including snow removal, grass mowing and litter clean up as needed.
4. Maintain compactors, other equipment and facilities.

5. Prepare and disseminate a contact list for the recycling center, and update as needed.
6. Create and distribute work schedules for recycling center employees.

E. Supervision and Administration.

1. Maintain a complete list of Town equipment (not just roads-related machinery) containing manufacturer, model, year, source or contact information for service, and recommended or anticipated replacement year and anticipated cost.
2. Obtain quotes, as needed, to evaluate equipment replacement options for consideration by the Roads Committee and the Town Board.
3. Maintain complete list of roads, the history of all work completed on each section of road, and a proposed schedule for future work (at least 5-year outlook).
4. Annually prepare a recommended roads maintenance schedule that will be used by the Roads Committee to establish a detailed work plan and priorities.
5. Assist with preparation of annual budget related to Public Works and Property.
6. Prepare a 1-page to 2-page report monthly in time for inclusion in the Board meeting packet.
7. Maintain a complete record of work performed and hours worked.
8. Supervise part time workers on road crew and at Recycling Center.
9. Issue Driveway, Right of Way and Utility Permits.
10. Work within budget and contract projects as directed by Town Board.
11. Update WISLR road rating program to qualify for DOT funding.
12. Maintain road related inventory data in GIS based application.
13. Apply for County Bridge Aid, TRIP and other funding to maximize the availability of such funds.
14. Complete performance evaluations with all supervised employees as needed.
15. Work with the Clerk-Treasurer and other duties as directed by the Town Board.
16. Be available off hours in case of emergency or urgent issues.

Director of Public Works and Property:

Signature: _____

Date: _____