

MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

POSITION DESCRIPTION

Position Title: Assistant Public Works and Utility Manager

Reports To: Public Works and Utilities Manager

General Purpose:

Under the general direction of the Public Works and Utilities Manager and the policies established by the Midcoast Regional Redevelopment Authority, assists in the administration of all public works functions at Brunswick Landing including management of contracted construction and services in the operation and maintenance of streets, sewers, water, drainage facilities, an electrical distribution utility, buildings & grounds, equipment and public works contracts.

This is professional level position operating at an advanced level with initiative, discretion, and independent judgment in the performance of duties based on extensive knowledge of facilities and utilities systems management and operation.

Essential Job Functions

- ❑ Assist in the daily operations and maintenance of Brunswick Landing sanitary sewer and water utility, buildings and grounds, streets, storm water system, an electrical distribution system and other public improvements.
- ❑ Assist with capital improvement projects for facilities and public works infrastructure.
- ❑ Participate in the preparation of engineering designs, specifications, cost and quantity estimates of public works projects involving capital road, sidewalk, utility or building construction and related activities ensuring compliance with appropriate codes, ordinances, rules, and regulations.
- ❑ Manage required environmental compliance and related plans and programs related to operations at Brunswick Landing in accordance with federal, state, and local laws including NPDES permits, air licenses, and other environmental permits and licenses and stormwater management (SWPPP) and spill prevention plans (SPCC). Coordinate with the regulatory agencies including Maine Department of Environmental Protection, U.S. EPA, and U.S. Army Corps of Engineers as required.
- ❑ Complete other environmental reporting and registrations as needed (e.g. tanks, demolition, asbestos abatement, etc.)
- ❑ Assist Public Works and Utility Manager with other facility management activities as directed.
- ❑ The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Knowledge of:

Theory, principles, practices and techniques of municipal public works, municipal water and sewer engineering, and public works and utilities maintenance functions; environmental compliance program management; applicable federal, state and local law, codes and regulations governing the management of facilities; administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.

Ability to:

Assist with the planning and implementation of broad, comprehensive facilities management and public works and utilities programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; establish and maintain effective working relationships with other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work. Have skill in the operation of necessary tools and equipment such as computers, word processing, spreadsheet software and general office equipment.

Education:

Bachelor's degree from an accredited college or university with major course work in engineering, environmental sciences, public administration, or a related field and five (5) years increasingly responsible public works experience or any equivalent combination of education and experience which provides the necessary skills, knowledge and ability to perform the work.

Valid Maine's State Driver's license

Supervisory Responsibilities:

Possibly summer interns.

Fair Labor Standards Act Determination

Exempt.

Working Conditions/ Physical Demands

Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.