



## **ASSISTANT PUBLIC WORKS DIRECTOR**

Assists the Public Works Director in Planning, organizing, directing and controlling Town programs and services. Duties include prioritizing work schedules and providing supervision. Supervises divisions in the absence of the Public Works Director.

Salary Range is \$65,681 - \$85,383. Thirty-five (35) hours per week plus benefits. A Job Description and employment application are attached.

This position will remain open until sufficient applications are received.

The Town of East Hartford is an Equal Opportunity Employer

## TOWN OF EAST HARTFORD

**TITLE:** ASSISTANT PUBLIC WORKS DIRECTOR      **GRADE:** 108

**DEPARTMENT:** Public Works      **DATE:** 5/04/04

### GENERAL DESCRIPTION:

This is highly responsible facilities and services management work in directing in the day-to-day operations of the Department of Public Works.

Work involves responsibility for assisting the Public Works Director in planning, organizing, directing and controlling Town programs and services for highway, storm sewer maintenance, engineering services, vehicle maintenance, waste management services, facilities management, and capital improvement programs. This position also has the responsibility for making difficult administrative decisions and policy interpretations. Duties include the day-to-day administration of the department budget, prioritizing work schedules and providing supervision. The work requires that the employee has thorough knowledge, skill, and ability in every phase of the public works field.

### SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works.

### SUPERVISION EXERCISED

Supervises Public Works Highway Services, Waste Services and Fleet Services divisions, managers and supervisors, and other key personnel. Supervise3s all other Public Works divisions in the absence of the Director of Public Works.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- With oral and written direction from the Director of Public Works, formulates operating policies and procedures for the department. Provides completed staff work for the Director. Assumes all administrative and supervisory responsibilities in the absence of the Director of Public Works.
- Plans and organizes work according to project schedules and procedures. Oversees plans for various public works projects.
- Supervises the implementation of a variety of public works construction and maintenance projects. Establishes objectives in consultation with the Director and administrators.
- Prepares operating and capital budget proposals. Maintains records of equipment operation costs. Participates in short- and long-term planning in the department. Monitors work activities and implements controls to assure cost-effective attainment of goals.
- Confers with builders, developers, and the general public on public works matters in order to solve problems.
- Oversees training and development programs for department employees. Serves as labor hearing officer in grievances. Participates in collective bargaining as departmental representative. Oversees discipline. Participates in hiring process.

- Writes specifications and prepares bid documents. Approves work orders and purchase requests. Issues and signs permits.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of municipal public works functions and services.
- Thorough knowledge of established principles and practices of public administration as applied to a public works department, including labor contract management.
- Thorough knowledge of the geography, public works facilities, public works services, and general operations of the Public Works Department.
- Good knowledge of civil engineering principles and practices as applied to municipal public works.
- Considerable ability to plan and implement programs for the department, and to direct the activities of a large number of employees through key supervisors.
- Considerable ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, boards and commissions, and the general public.

### **QUALIFICATIONS**

A bachelor's degree in business, public administration, or civil engineering from a recognized college or university, plus five years of progressively responsible public works administration experience, including at least three years in a supervisory capacity, or an equivalent combination of education and qualifying experience.

### **SPECIAL REQUIREMENTS**

Must have a valid Connecticut driver's license.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, personal computer.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the central functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to walk, stand, use hands to finger, handle, and feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift or move up to 25 lbs. The employee must have corrected vision.

The employee must be able to read, analyze and interpret complex documents and respond effectively to sensitive inquiries and complaints. The position requires the employee to define problems, collect data, establish facts and draw valid conclusions and make effective presentations on controversial or complex topics.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but may be moderately noisy in the field.

## **GENERAL GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The emission 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.

***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.***



# TOWN OF EAST HARTFORD

740 Main Street  
 East Hartford, Connecticut 06108  
 www.easthartfordct.gov

Phone  
 (860) 291-7220

## APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

<b>APPLICANT'S NAME (LAST, FIRST, MIDDLE)</b>				
<b>STREET ADDRESS</b>	<b>CITY/TOWN</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>HOW LONG?</b>
<b>TELEPHONE NUMBER (HOME)</b>		<b>TELEPHONE NUMBER</b>		
		Work ( ) _____		Cell ( ) _____
<b>POSITION APPLIED FOR</b> Assistant Public Works Director				
<b>ARE YOU AT LEAST 18 YEARS OLD?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>AVAILABILITY</b> <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		<b>DATE AVAILABLE FOR WORK</b>		

### EDUCATION

<b>Did you graduate from high school?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "No", highest grade completed:</b> _____		
<b>Name of high school:</b> _____	<b>Do you have a high school equivalency Certificate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Address:</b> _____	<b>Place HS equivalency was granted:</b> _____		
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:			
<b>School</b>	<b>Address</b>	<b>Course/Major</b>	<b>Degree/Certificate</b>
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.			
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).			
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.			

<b>RECRUITING INFORMATION</b> How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

**YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME**

**IMPORTANT: May we contact your present employer?**     YES     NO

Name of Employer		Job Title	
Address		City	State      Zip Code
<b>Dates of Employment:</b> From _____ / _____ month            year To     _____ / _____ month            year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State      Zip Code
<b>Dates of Employment:</b> From _____ / _____ month            year To     _____ / _____ month            year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State      Zip Code
<b>Dates of Employment:</b> From _____ / _____ month            year To     _____ / _____ month            year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Have you ever been discharged from a place of employment for cause? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe _____
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## **CERTIFICATION (READ CAREFULLY)**

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed \_\_\_\_\_

Date \_\_\_\_\_



Name: \_\_\_\_\_ Position Applied For \_\_\_\_\_

**References:** List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

## TOWN OF EAST HARTFORD CRIMINAL CONVICTION INFORMATION

You are required to list any criminal conviction, regardless of the nature, date or location of the conviction, except for minor traffic offenses or a conviction that has been erased under Connecticut law. Attach additional sheets of necessary.

**The types of criminal records subject to erasure under Connecticut law are: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or “nolled”; (d) a criminal charge for which you were found not guilty; and (e) a conviction for which you received a full pardon. If your only criminal record consists of items that have been erased under Connecticut law, then you are deemed never to have been arrested with respect to the erased proceeding and may swear so under oath.**

This information will be made available only to the members of the Human Resources Department and to those persons interviewing the candidate.

A criminal conviction will not necessarily disqualify you from the application process, but will be considered as it relates to the position you are seeking and in light of any applicable state or federal law.

Date of Conviction	Offense	Location of Conviction (City and State)	Sentence	Date Sentence Completed

The information provided above is subject to all of the terms and conditions set forth in the certification on page 3 of the employment application form.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position You Are Seeking

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# AUTHORIZATION & RELEASE

## (GENERAL EMPLOYMENT)

**TOWN OF EAST HARTFORD  
DEPARTMENT OF HUMAN RESOURCES  
740 MAIN STREET  
EAST HARTFORD, CT 06108**

### DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

**\*This form must be notarized or witnessed by EHHRD in order to be considered for employment\***

**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Subscribed and Sworn to before me, a Notary Public, in and for County of \_\_\_\_\_,  
and State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**Notary Public /or**

\_\_\_\_\_  
**My Commission Expires:**

\_\_\_\_\_  
**Witness -East Hartford Human Resource Dept.**

**Revised 02/08**