

Job announcement – Public Works Director, Town of Capitol Heights

The Town of Capitol seeks a Public Works Director for management of all Town Public Works services. This is an opportunity to manage construction of a new Public Safety complex to house the Town Police Department, Public Works and Property Standards operations.

Opening Date: November 1, 2022 Closing Date: Open until filled

Full Time: 40 Hours Per Week FLSA Exempt Salary range: \$58,884-\$74,942



TOWN OF CAPITOL HEIGHTS  
NEIGHBORHOOD SERVICES DEPARTMENT  
401 CAPITOL HEIGHTS BOULEVARD  
CAPITOL HEIGHTS MD, 20743

## JOB ANNOUNCEMENT

**TITLE: Public Works Director, Neighborhood Services Department**

**FLSA Status:** Nonexempt

Status: Full-time

Starting Rate: \$58,884-\$74,942

**GENERAL CLASS DESCRIPTION:** Positions in this classification have management responsibility to plan, direct, manage and oversee the activities, projects and operations of Public Works functions including street maintenance and construction, snow and leaf removal, building maintenance, solid waste services, and to coordinate assigned activities with other Town Departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Administrator.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Town Administrator.

Exercises direct supervision over Public Works staff.

### **ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- 1) Assumes full management responsibility for all Public Works services and activities including:
  - Street maintenance and construction that includes addressing road conditions during inclement weather; building maintenance of Town buildings including COVID sanitizing as needed;
  - Coordinates with outside vendor for solid waste services to residents that includes trash pickup, yard waste pickup and bulk trash pickup;
  - Directs the development and implementation of Public Works goals, objectives, policies and priorities for each assigned service area;
  - Plans, directs and coordinates through subordinates on Public Works work plan; assigns projects and areas of responsibility, reviews and evaluates work methods and procedures; meets with the Town Administrator or HR Specialist to identify and resolve work problems with staffing issues or personnel matters;
  - Assesses and monitors work load, administrative support and identifies opportunities for improvement; directs and implements changes
  - Selects and recommends staff for hiring;
  - Motivates, trains and evaluates Public Works personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
  - Oversees and participates in the development and administration of the Public Works annual budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; Requests budgetary adjustments as appropriate and necessary.
  - Explains, justifies and defends Public Works programs, activities and Town personnel policies; negotiates and resolves sensitive and controversial issues that pertain to Public Works services.
  - Represents Public Works to other town departments, elected officials and outside agencies; coordinates Public Works activities with other departments, outside agencies and organization.



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- Develops and evaluates Public Works programs and policies for implementation by PW and to meet Town needs and goals.
- Assesses and monitors the Town's infrastructure to provide advice to elected officials on adequate levels of public service both for existing systems and extensions of systems and services.
- Represents the Public Works Department to the general public, coordinates and facilitates PW activities with public service needs.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

Technical Knowledge:

- Must have experience with Microsoft Word, Excel, and PowerPoint software.
- Candidates are required to type at least 50 wpm.
- Experience and expertise reading/reviewing construction drawings
- General knowledge of the layout and streets of the Town and the locations of frequently scheduled events throughout the town is preferred.

Physical Requirements:

- Candidates must have a minimum of \_\_\_\_ years experience in Public Works or the equivalent of a Bachelor's Degree from an accredited college or University with major course work in public administration, civil engineering, project management or a related field.
- Candidates must have a valid Driver's License.
- Applicants must have a clean driving record for at least twelve (12) consecutive months, and be able to pass a criminal background check and drug test. CPR/AED certification must be achieved within six (6) months of hire.
- Work is performed indoors and outdoors and may involve exposure to varying weather conditions and temperatures and may include physical activities such as repeated bending, climbing, kneeling, reaching and lifting up to seventy-five (75) pounds.

Language Ability & Interpersonal Communications:

- Ability to read and/or prepare schedules, charts, graphs, directions, budgets and information for Public Works.
- Ability to read and follow oral and written instructions. Ability to write effectively in order to, convey information, maintain information and other weekly duties given by the Town Administrator.

If you are interested in this opportunity, please complete a Town Application and submit it to the Town Administrator at [Townadministrator@capitolheightsmd.com](mailto:Townadministrator@capitolheightsmd.com) Candidates are subject to a background investigation. No phone calls please. For more information, check out our website at [www.capitolheightsmd.gov](http://www.capitolheightsmd.gov).



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## **HOW TO APPLY**

1. If you are submitting a physical application along with a resume and supporting documentation, please bring all required documents to Town Hall, **1 Capitol Heights Blvd, Capitol Heights MD 20743**, and leave with the receptionist. Your application will be time-stamped on the date and time received.
2. If you are applying for employment online via the town's website, [Form Center • Capitol Heights, MD • CivicEngage \(capitolheightsmd.gov\)](#), please be sure to fill in all required spaces. Once completed, you will receive an email notifying you that your application has been received.
3. If you are submitting your application and supporting documentation via email, please email all required documentation, **specified in one (1) PDF file** to the Town Administrator at [Townadministrator@capitolheightsmd.com](mailto:Townadministrator@capitolheightsmd.com). You will receive a confirmation email that your application has been received.

### **Required Supporting Documentation**

- Cover Letter
- Resume
- Three (3) professional references (names, emails, phone numbers)

**Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.**