

Public Works Administrator Corporation of Harpers Ferry Job Description

I. Introduction

This diverse administrative position is responsible for a wide range of duties for the Corporation of Harpers Ferry. Primary duties include management and administration of:

- The Harpers Ferry Water Works and its associated personnel and physical assets, and
- Components of the Town's infrastructure, including its physical assets, public properties, and associated personnel.

II. Major Duties and Responsibilities

- Oversee the work of the Water Clerk, the Chief Water Operator, and all water plant employees:
 - Coordinate and review the work plan for each employee; review and evaluate work products and methods and procedures;
 - Meet with each employee to identify and resolve problems;
 - Develop and apply employee performance benchmarks; and
 - Conduct annual performance review with each employee.
- Oversee the development of standard operating procedures for water plant and billing activities.
- Oversee the Water Clerk and Chief Water Operator in the management and coordination of activities related to the Water Plant, water billing and customer service.
- Oversee all current and planned Water Plant projects, and regularly brief the Water Commission and the Mayor on status and progress.
- Oversee and maintain the budget for the water utility in coordination with the Town's Financial Officer, Chief Water Operator and Water Commission.
- Attend meetings that cover issues pertaining to the Water Works, such as Water Progress Meetings, Town Council Meetings and Water Commission meetings.
- Create and manage a system for coordinating current and future Town capital improvement and major maintenance projects. These may include:
 - Stormwater management

- Trail systems
 - Town Hall renovation and upkeep
 - Streets and sidewalks
 - Street lighting
 - Streetscape beautification
 - Green and sustainable infrastructure
 - Town-owned “paper” and paved streets and all Town rights-of-way
 - Water utility upgrades
- Research grant opportunities for all Town entities and, when appropriate, collaborate with Region 9 administration.
 - Review the work of contract employees engaged in public works analyses and serve as the Town’s contracting officer technical representative (COTR).
 - Oversee the work of Town maintenance staff, direct daily tasks and long-range maintenance and repair plans, oversee maintenance equipment and supplies to keep them at an acceptable operational level.
 - Develop, negotiate, and prepare documentation for public works-related projects with consultants and other contractors, subject to Town Council approval.
 - Represent the Town at meetings with other governmental jurisdictions, Town organizations, private agencies, and brief the Mayor and Town Council on such meetings, as appropriate.
 - Perform other duties as assigned.

III. Knowledge/Skills Required by the Position

- Knowledge of the major principles, practices, methods, and techniques of management of employees, budgeting, records administration, and administrative analysis.
- Knowledge of the use of a personal computer, data management software and cloud computing resources to perform duties.
- Knowledge of the laws, regulations and ordinances relating to employment, affirmative action, equal employment opportunity, and general understanding of the administration of a public water utility in West Virginia.
- Knowledge of the general function of the Public Service Commission, and how to adhere to its guidelines and regulations.
- Ability to work independently on complex tasks and non-routine matters.
- Ability to plan and organize workloads, and handle multiple competing priorities.
- Ability to communicate effectively with supervisory officials, co-workers, contractors, elected officials, and the general public, in both oral and written communication.

- Ability to model a professional work culture and environment that enhances both employee productivity and morale.
- Ability to apply effective management and administrative strategies to confront and resolve workplace and employee problems/issues.

IV. Education and Experience Requirements

- College level course work or graduation from an accredited two-year college or university with a degree in an associated field, or equivalent.
- Five or more years of professional related experience in managing employees, preferably in the public sector, and managing budgetary and analytical duties.
- Any equivalent combination of education, experience, and training that fulfills the required knowledge, skills, and abilities.

V. Special Requirements

- Incumbent must possess a valid driver's license.
- Individuals must be physically capable of operating Town-owned vehicles and must have an acceptable driving record. Proof required at the time of interview.

VI. Supervisory Controls

The position reports to the Mayor, Corporation of Harpers Ferry.

VII. Guidelines

Guidelines for the position are varied and include such sources as established office and personnel management practices and procedures. Adherence to all State of West Virginia requirements and guidelines associated with the performance requirements is mandatory.

VIII. Complexity

The incumbent serves in a technically complex, difficult, and diverse working environment requiring:

- A. Analysis, interpretation, and resolution of complex and oftentimes unrelated and competing work demands. Resolution may require development of multiple contingencies.

- B. Preparation of various reports, documents, and statements which may require different approaches to suit the differing requirements of the Town's various departments.

IX. Personal Contacts

The incumbent has frequent contact with the Mayor, Town Council, Chief of Police, Water Commission, Town Hall office personnel and colleagues serving in similar positions in other jurisdictions. In addition, the incumbent may be required to interact with Harpers Ferry and Bolivar residents, Bolivar town government personnel, State/county officials, visitors, and others. Contacts are made in-person, by telephone, or through a variety of electronic media.

X. Physical Demands

Work is primarily sedentary in nature but may involve limited physical requirements such as lifting and carrying books, papers, and reference materials, etc., walking, bending, and standing.

Mayor

Incumbent

Effective date: _____

Revised date: _____

Revised date: _____