



**BATH**  
MAINE *City of Ships*

## Employee Job Description

<b>Job Title</b>	<b>Director of Public Works</b>
<b>Department</b>	Public Works
<b>Grade Level</b>	14
<b>FLSA Status</b>	Exempt
<b>Union Status</b>	Non-Union
<b>Employment Status</b>	Full Time Permanent
<b>Last Updated</b>	June 3, 2026

### **GENERAL PURPOSE:**

Directs and oversees the operations, personnel, and programs of the Public Works Department across the divisions of Forestry, Sewer, Solid Waste, and Streets, including budget administration, capital improvement planning, and infrastructure maintenance. Provides technical and administrative leadership to ensure the efficient and effective delivery of public works services through policy implementation, project management, contractor oversight, interagency coordination, and community engagement.

### **SUPERVISION RECEIVED:**

Works under the guidance and direction of the City Manager.

### **SUPERVISION EXERCISED:**

Supervises administrative, maintenance and professional Public Works staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs, plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department, including four divisions of Forestry, Sewer, Solid Waste and Streets.
- Manages personnel, assigns duties. Determines work procedures, and schedules, and expedites workflow.
- Implements department policies and procedures to improve efficiency and effectiveness of operations. Evaluates issues and options regarding municipal public works and makes recommendations.
- Prepares and administers operating and capital budgets; monitors expenditures and pursues grant and funding opportunities.
- Develops or updates the capital improvement program and other infrastructure plans. Evaluates maintenance needs and formulates short- and long-range planning for municipal infrastructure, including street, sewer, drainage, and landfill/recycling functions.
- Oversee the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts. Determines applicable codes, regulations, and requirements for assigned projects.

- Oversees project management for the construction of municipal projects. Ensures contractor compliance with time and budget parameters.
- Coordinates the electronic mapping and GIS database management of City infrastructure assets, including sanitary sewer systems, storm drainage networks, sidewalks, and streets; supports planning and tracking of infrastructure improvement projects.
- Responds to public or other inquiries related to department activities, policies, and procedures.
- Maintains regular contact with City administration, consultants, contractors and government agencies; communicates with stakeholders and the public regarding department activities and services. Monitors external and municipal changes that may affect public works.
- Issues street opening and sewer permits. Maintains associated records and inspects construction.
- Serves as a member of various City employee committees, as assigned.
- Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- Bachelor's degree or higher in civil engineering, environmental engineering, construction management, public administration, or a related field,
- Registration as a Professional Engineer (PE) in Maine is required;
- Ten years of progressively responsible experience in engineering, infrastructure, construction, or municipal project management;
- Five years of supervisory or management experience;
- Desirable Licenses and Certifications, or ability to obtain: Maine DOT Local Project Administration certification, Certified Public Works Professional (CPWP) or APWA accreditation, Wastewater Treatment Operator License and/or Stormwater (MS4) certification, Emergency management or Incident Command System (ICS/NIMS) training;
- Any equivalent combination of education and experience

### **Necessary Knowledge, Skills, and Abilities:**

- Comprehensive knowledge in public infrastructure systems and operations including equipment, facilities, materials, methods, and procedures used in street construction and maintenance, stormwater systems and water treatment processes, landfill and solid waste management, fleet management, and urban forestry.
- Thorough knowledge of hazards, OSHA safety standards, and risk management practices in Public Works operations.
- Working knowledge of federal, state, and local laws, regulations, and permitting requirements affecting public works operations.
- Advanced project management skills, including planning, design coordination, and delivery of capital projects.
- Financial management skills including budget development, cost control, and resource allocation. Familiarity with capital improvement planning, public-sector financial management practices, procurement procedures, public bidding laws, and contract administration.
- Strong leadership and organizational skills with the ability to manage multiple divisions and functional areas. Ability to lead, supervise, and motivate a diverse workforce while fostering a culture of safety and accountability.
- Ability to communicate effectively verbally and in writing, including presenting technical information to non-technical audiences.
- Ability to analyze complex operational, technical, and regulatory issues and develop practical solutions. Ability to manage competing priorities and respond to emergencies.

- Ability to establish and maintain effective working relationships with colleagues, staff, officials, and the public
- Experience in Microsoft 365 environment and ArcGIS

## **PHYSICAL REQUIREMENTS**

This job requires both indoor work on an office computer, and outdoor work visiting project sites. Project sites may be indoor or outdoor and may occur in a variety of weather, temperatures, and environments. Some responsibilities require sustained sitting or standing. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to hear, smell, walk, sit, talk and listen. The employee is occasionally required to climb and balance; stoop, kneel, crouch, crawl, and climb ladders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

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. The City of Bath is an equal employment opportunity employer.