



TOWN OF SOUTHBURY, CONNECTICUT INVITES CANDIDATES TO APPLY FOR:

Public Works Director



WHAT'S INSIDE

- Community Profile
- Government
- Job Responsibilities
- Ideal Characteristics
- Qualifications
- Opportunities
- Application Process



COMMUNITY PROFILE

Originally the home of the Pootatuck Indians, the first European settlers were religious dissenters who came to Southbury from Stratford and established what was then known as the Pomperaug Plantation. Southbury was incorporated in 1787.

During its first hundred years Southbury evolved as a quiet agricultural center situated along the fertile Pomperaug River, which provided a favorable environment for crops and furnished power for local mills. During the late 18th century and up through the Civil War the town gained in prosperity, with water-powered industries and prosperous mercantile enterprises. Manufacturing was located primarily in South Britain, on the Pomperaug River, and in Southford, on Eight Mile Brook, both of which produced goods for major urban markets. The New York and New England Railroad ran a line through Southbury, with three local stations.

Following the Civil War the industrial capacity of Southbury was surpassed by other towns in the region and it remained primarily agricultural for the next 100 years. The population was stable at approximately 2000 up until the early 1960's, when construction of I-84 brought with it new development and a rise in

population to today's almost 20,000.

The present day Town of Southbury has 39 square miles. It has a central commercial district on Main Street South, parallel to Route I-84, and other centers in Southford and South Britain.

Southbury is home to Heritage Village, a 2500 unit condominium complex for adults over 55 years of age – the first of its kind in New England. As a member of Regional School District 15, Southbury students are afforded a rich mixture of educational, cultural and sports offerings.

Townpeople have consistently voted to fund the preservation of open space to retain a rural flavor and are proud of the volunteerism that contributes to the small town quality cited by many residents as a positive attribute of the Town.

The Town's website, www.southbury-ct.org, is updated constantly to provide timely information to all visitors. Everyone who explores the website will learn for themselves why Southbury is a great town in which to live, raise a family, do business and retire.

Facts and Figures:

- Population in 2010 = 19,904
- About 40 square miles
- Part of Region 15 School District
- Part of Pomperaug Health District
- Paid Police Dept. in Resident State Trooper Program
- Volunteer Fire Dept.
- 508 population/square mile
- About 8629 housing units
- 44% of pop. have BA or above
- School enrollment is about 3200
- Median income about \$67,195
- About 640 different businesses
- 2014-15 Total Town budget = \$19.5 million
- 2014-15 Total Public Works Budget = \$3.7 million
- Capital and Road Budget = \$2.2 million



Town Government

The Town of Southbury has a First Selectman and a five member Board of Selectmen (BOS). The government is known as a Selectman/Town Meeting/Board of Finance (BOF) Form. The Town Charter can be found on the Town website for more details. The First Selectman is the Chief Executive Officer and Chief Administrative Officer. All members of the Board of Selectmen and First Selectman serve two year terms which expire in December 2015. The departments submit their budgets to the First Selectman who presents his/her recommended budget to the BOS who presents their recommended budget to the BOF who presents its final recommended budget to a Town Meeting prior to a vote at Referendum.

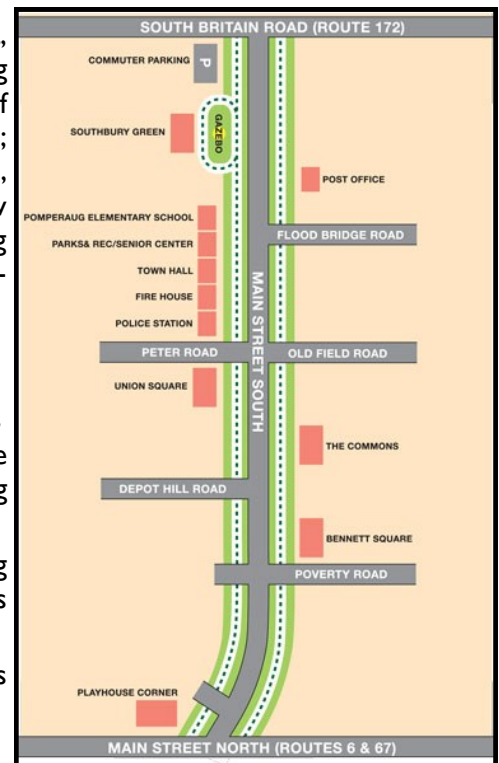
The First Selectman will conduct the recruitment for the Director of Public Works and make a recommendation of the top candidates to the Board of Selectmen for approval. The Director of Public Works reports to the First Selectman.

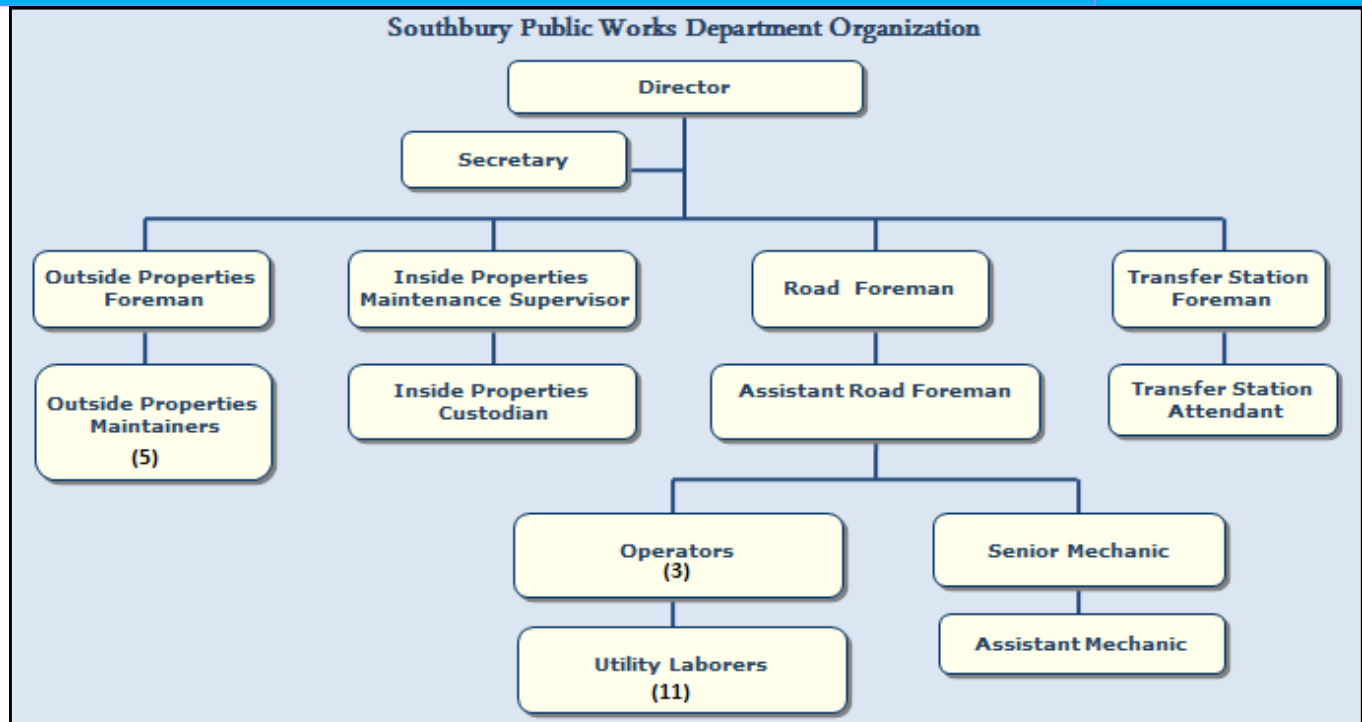
Public Works Director - Job Responsibilities

The Public Works Director is responsible for the management, administration, and the direct operation of the Department including the following functions: construction, maintenance and repair of streets, bridges, storm sewers, drainage systems, and sidewalks; maintenance, repair and management of town facilities; maintenance, repair and improvement of town parks and grounds; supervising snow & ice control operations; overseeing solid waste disposal and recycling at the Town Transfer Station; and for maintenance, repair and purchasing of Public Works and fleet vehicles.

The Public Works Director also performs the following duties:

- Prepares, administers and monitors department and capital budgets
- Manages daily activities of department divisions; evaluating the effectiveness, safety and efficiency of operations and recommending improvements to services as necessary
- Prepares a strategic plan for divisions, plans for repair of existing facilities and new projects; estimates cost for projects and presents them for approval
- Manages all projects by supervising staff or outside contractors as required
- Oversees inspection of all public works projects
- Identifies and prepares permits or grants as required for local projects; presents proposals of these projects to the appropriate boards and commissions or state and federal agencies
- Participates in union negotiations for public works employees, handles personnel issues and grievances
- Administers Storm Water Management Program in accordance with regulations
- Prepares Bids and RFP's for all public works projects or for engineering services that cannot be done in-house
- Keeps informed of regulatory requirements, technical advances and current initiatives in the field of public works and communicates them to appropriate parties
- Evaluates department organization, manpower, operations, inventory of equipment, materials and resources and recommends changes to improve efficiency and level of service





Characteristics of the Ideal Candidate

- A leader who inspires ethical, professional, honest behavior
- Strong knowledge of public works municipal operations and the ability to know when to call in other experts
- Excellent communication skills with staff, Town agencies, public, state and federal agencies
- Strong people skills and public presentations skills—able to explain technical information in layman terms—able to be customer friendly
- Experience with similar size towns such as Southbury; municipal experience preferred
- Ability to manage the operations/budget of \$3.7 million and \$2.2 million capital and road budget
- Self-Starter who takes initiative to move projects forward and foster new ideas as well as to develop a strategic plan
- Excellent management and organizational skills with the ability to change focus quickly and efficiently with a professional attitude
- Ability to meet deadlines, prioritize work of staff and manage projects
- Knowledge of GIS, CAD, and appropriate software for public works

Qualifications

Minimum qualifications require a Bachelor's Degree in Engineering, or a closely related field from an accredited college or university with over 5 years of Municipal type public works and construction experience including 2 years supervisory experience. Knowledge of road construction and maintenance and appropriate technology. Professional Engineering License (PE) and municipal experience preferred (including: solid waste, parks & grounds, facility and storm water management).



Challenges and Opportunities

The opportunity to continue the success of the department which accomplished the following in 2013-2014:

- Paved 24,000 ft. of roads & chip-sealed 48,000 ft. of roads
- Installed 7525 ft. of modern metal guardrails for safety of drivers
- Installed or repaired 114 catch basins for storm water management
- Crack sealed 15 miles of paved roads
- Pruned or removed 115 trees for safety
- Installed 4600 ft. of storm drains

The ability to work on the following planned projects:

- Prepare a coordinated approach to planning and prioritizing the annual road paving and replacement program using iWorq personnel and software
- Reconstruct roads with a total budget of \$1.3 million
- Improve base and chip seal unpaved roads with a total budget of \$300,000
- Continue the crack seal, chip seal and guide rail replacement program with a budget of \$400,000
- Oversee and contract for milling/reclaiming and paving of roads with a budget of \$830,000
- Oversee and coordinate the culvert replacement project at Spruce Brook Road
- Coordinate the Pomperaug River Bridge replacement construction project
- Oversee and coordinate the NRD funded river bank stabilization at Ballantine Park
- Continue to expand the town's recycling capabilities and opportunities

Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience (Salary Range: \$70,000—\$104,000) plus:

- Generous Management benefit package including health care
- Professional Memberships

Southbury is an EEO/AA/Equal Opportunity Employer.

Position open until filled with first screening Deadline of February 13, 2015.

For questions about the position or if you meet the qualifications and want to be considered for this challenging position in the Town of Southbury please mail/email your resume and cover

letter immediately to:

Ms. Randi Frank
Randi Frank Consulting, LLC
randi@randifrank.com
www.randifrank.com
Phone 203-284-3707
 7 Promontory Drive
 Wallingford, CT 06492