

**Quonset Development Corporation
Job Profile**

Position Title:	Director, Public Works	Date Written:	01/01/2015
Division:	Management	Reports to:	Managing Director
Department:	Public Works		
Grade:	11	FLSA Status:	Exempt

Section 1: Position Summary:

Incumbent in the position performs complex administrative, supervisory, professional and technical work in planning, organizing, and directing the staff and associated program of work of the Operations Department including, Maintenance, Water, & Wastewater sections. Oversees all infrastructure associated with Ports, Quonset Business Park Roads, Ladd School Water System and other facilities under the purview of the Corporation. Assumes responsibility of the division during the absence of the Managing Director.

Section 2: Essential Responsibilities:

	%	Responsibility
1	20%	Plans, directs and administers all aspects of the Operations Department including department goals and objectives, policies and procedures, preparation of operating and capital budgets, and project oversight.
2	20%	Represents the QDC at public forums seeking support for QDC program initiatives and responding to public inquiries
3	15%	Prepares reports and conducts research and analysis of issues or projects as required; makes presentations as required to the QDC Board.
4	15%	Reviews RFP's and RFQ's for engineering and construction projects in Quonset Business Park.
5	10%	Serves as a liaison to residents at Quonset Business Park sites and local towns, on park wide operational issues including but not limited to park wide signage, road maintenance, snow removal, storm water management, public drinking water, wastewater and grounds maintenance.
6	10%	Serves as the Emergency Response Coordinator and represents the QDC on various committees as warranted.
7	10%	Provides direction and advice to staff on matters concerning the Public Works Department including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling.
	100%	

Section 3: Budget Responsibility:

Dollar Amount of Budget: \$4,000,000
 Revenues that are dependent upon the successful performance of the department:
 \$10,000,000

Section 4: Scope of People Management:

Does this position manage employees? X Yes
How many? 5
Does this position manage other managers? X Yes
How many? 4
Total number of employees under managers purview including other mangers: 23

Section 5: Organizational Impact:

Errors in administrative decisions could result in delays or lower standards of service, substandard construction of buildings and/or maintenance of property and also errors in judgment could consequent dangers to public safety and injury to personnel, and have legal and/or financial repercussions and negative public relations for the Corporation.

Section 6: Experience:

Type of Experience	Required Years	Preferred Years
Progressively responsible positions managing multi-faceted public works facility including working knowledge and utilities management, (production and distribution of water, wastewater, property management, public works, port operations, public safety and budgeting).	10 Years	
Progressively responsible people management positions.	10 Years	

Section 7: Qualifications/Skills:

Qualification:	Required Years	Preferred Years
Comprehensive technical and practical knowledge of methods, materials and equipment used in maintenance practices and procedures	10 Years	
Proven ability to interact and present information in a clear and concise manner often in public settings	10 Years	
Proven ability to establish and maintain effective and harmonious working relationships with local officials, tenants, employees and the general public.	10 Years	
Proven ability to plan, assign and direct the work of employees engaged in a variety of public works construction and maintenance operations.	10 Years	
Current and valid Rhode Island driver's license.	YES	

Section 8: Education:

Education:	Required	Preferred
Bachelor of Science Degree in Business Administration, Civil Engineering or equivalent		

(OPTIONAL) Section 9: Competencies:

Competency	Definition
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

Section 10: Physical requirements:

General	<p>Incumbent may be required to work outside regularly scheduled business hours.</p> <p>The incumbent works in an office setting which is moderately noisy on an intermittent basis, with exposure to outdoor conditions at all times of the year up to one-third of the time. Risk of personal injury is low, except when performing the field aspects of the work which involve visits to construction sites and facilities where construction is underway or planned and large equipment and complex facilities may be involved and require detailed inspection by the incumbent.</p> <p>Work performed is varied and is carried out both indoors and outdoors and is subject to moderate noise. Up to one-third of</p>
---------	--

	<p>the work is performed outdoors.</p> <p>Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls. Safety hazards are present at work sites and must be avoided. Must be able to access all areas of a construction site.</p>
Sight and Hearing	<p>Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. No specific vision requirements.</p>
Lifting	<p>Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.</p>
Repetitive movements	<p>Position requires the ability to operate a computer keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures</p>