



**TOWNSHIP OF ABERDEEN**  
Office of The Township Manager  
One Aberdeen Square  
Aberdeen, NJ 07747  
(P) 732-583-4200

Bryan A. Russell, RPPS, QPA  
Township Manager

## **JOB POSTING**

**DATE:** January 4, 2022  
**CLOSING:** January 25, 2022

**POSITION:** Municipal Department Head/Director of Public Works

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### DEFINITION:

Under direction; plans, organizes, and directs the programs and activities of a comprehensive public works department such as road, sewer, and water line construction, repair, and maintenance; and landscape and tree maintenance; and water utility; does other related duties.

### EXAMPLES OF WORK:

- Develops, administers, and implements a variety of public works Programs including but not limited to the construction, reconstruction, and improvement of streets, roads, public buildings.
- Establishes priorities among work programs and implements plans
- Manages work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.
- Coordinates the work plans of various functional units

- Prepares, inspects, and approves plans and specifications, and consults with general contractors on construction projects.
- Prepares the annual general and capital improvements budgets.
- Supervises the use of equipment.
- Supervises the maintenance of records and files.
- Prepares reports and correspondence.

## REQUIREMENTS:

### Certification

Graduation from an accredited college or university with a Bachelor's degree Preferred and the Possession of a current and valid Certified Public Works Manager (CPWM) certification issued by the State of New Jersey Department of Community Affairs. If applicant does not possess required CPWM Certification; applicant must have the ability to obtain certification within six (6) months

### Experience

A minimum of (5) years of supervisory experience in the construction, maintenance, and repair of streets, sewer, water, sanitation, storm water, snow removal, heavy construction, and typical maintenance work in municipal public work operations.

### Licenses

Possession of a valid NJ driver's license with CDL endorsement preferred.

### Knowledge and Abilities

- Knowledge of techniques used to plan for effective use of available funds, personnel, equipment, materials, and supplies.
- Knowledge of management principles and techniques.
- Knowledge of procedures used to make routine and complex repairs to water and sewer equipment, and in the construction, maintenance, and repair of streets and roads.

- Knowledge of construction plans and specifications.
- Knowledge of problems and procedures used in engineering design and supervision of construction projects (when engineering functions are performed).
- Knowledge of problems involved in supervision of various public works construction and maintenance projects.
- Ability to coordinate varied interrelated departmental programs and activities.
- Ability to read and interpret rules, regulations, policies, and procedures related to the organizational unit, and apply them to specific situations.
- Ability to apply management principles and techniques to problematic and other situations.
- Ability to supervise the work of subordinate staff.
- Ability to read, analyze, and interpret construction plans and specifications.
- Ability to work harmoniously with general contractors, associates, subordinates, and others involved in public works programs and activities.
- Ability to participate in the development of construction projects.
- Ability to prepare reports and correspondence.
- Ability to establish and maintain records and files.