

Standard Department Narrative Form

Department Name: **Department of Public Works**
Department Number 420 (includes 192-Public Building Maintenance, 422- Road Maintenance, 424-Street Lighting, 433-Solid Waste, and 652-Parks)

Purpose of Department/Mission

The Department of Public Works is in charge of:

- Maintenance of all Town roads, buildings, parks, veterans mall and sidewalks
- Maintain vehicles and equipment
- All Recycling and Trash collection at curbside
- The running of the recycling center
- Catch basin cleaning and sewer calls
- Street sweeping
- Over seeing any construction projects the town is involved in, whethre it's road construction or building construction
- Inspecting sewer connections done by private contactors
- Issuing a variety of permits

Department Staffing

- One full-time Director of Public Works
- One full-time Office Administrator
- One full-time Custodian
- One full-time Building Maintenance Worker
- One full-time Groundskeeper
- One full-time Working Foreman
- One full-time Shop Foreman
- Two full-time Heavy Equipment Operators
- Five full-time Truck Driver/Laborers
- Two full-time Recycling Truck Driver/Laborers
- All full-time employees work 40 hours per week

Mandated Services

- Snow and ice removal
- Street sweeping
- Catch basin cleaning
- Keeping the sewer mains free from problems
- Fleet maintance to state regulations / vehicle inspections
- Recycling and trash pick up curbside
- Safe work place and work zones
- Repair and maintenance of town roads and sidewalks

- Issue driveway, road opening, demolition and sewer permits
- Maintain town owned buildings including minor repairs, HVAC and elevator maintenance.
- DOT drug and alcohol testing for employees
- Operate transfer station
- Remove dead and diseased trees and plant new trees on town greenbelt.
- Maintain road signage throughout the town.

Other Programs/Services Provided

- Line painting of crosswalks, etc.
- Respond to residents requests/complaints
- Respond with equipment for Fire and or Police Departments. (car accidents, fire scenes)
- Put up holiday lighting /flags
- Help GMRSD when needed – snow and ice, bucket truck work
- Pick up cardboard for businesses on non-recycle day
- Selected maintenance to the bike path
- Maintenance of traffic signal lights
- Repair damage to private lawns from winter plowing
- Provide mulch and water for planters on Avenue A

Revenues Generated

- Trash pickup stickers (sold by Treasurer's office)
- Recycling Charges
- Demolition Permits
- Road Opening Permits
- Driveway Permits
- Sale of Recyclables
- Sale of Surplus Equipment
- Sewer Permits (funds go to WPCF)