



## Job Description Public Works Director

**JOB TITLE:** Public Works Director

**POSITION CLASSIFICATION:** Full Time, Salary/Exempt

**JOB SUMMARY:** The Director performs a variety of administrative and supervisory work. This includes assisting in planning, organizing, and performing maintenance and repairs of Town roads, bridges, rights-of-way and Town owned buildings and property at the direction of the Board of Selectmen. The Director is expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absence.

**SUPERVISION RECEIVED:** Works under the general direction of the Town Administrator and guidance from the Board of Selectmen.

**SUPERVISION EXERCISED:** Provides direct supervision to a staff of full-time, part-time, and seasonal Highway Department and Transfer Station employees. Assigns work, provides instruction, and reviews work in progress. Upon completion of work the Director looks for conformance with instructions, timelines, and technical adequacy. Recommends candidates for hire to the Town Administrator and Board of Selectmen. Responsible for training and evaluating the performance of Department employees and resolving disputes between employees within the Department and between employees and the public.

**REPRESENTATIVE JOB DUTIES:** The following job duties are illustrative, but not exhaustive. The Director may perform such other pertinent duties as may be directed by Town Administrator and the Board of Selectmen.

### **Essential Duties and Responsibilities**

- Possesses skill in the operation and care of maintenance and construction equipment, including but not limited to: trucks, graders, loaders, backhoes and excavators.
- Plans and supervises projects; assigns work and equipment according to project and equipment needed. Modifies methods, procedures, and priorities to meet changing conditions, and determines materials and equipment needed to complete a job. Handles emergency situations as they arise, requiring being on call 24 hours a day, identifying and anticipation potential emergency situations, making weather-related decisions about clearing roads, and calling in employees to work.
- Interpret work orders, specifications, or other instructions. Continuously inspects work in progress for conformance to plans and instructions; checks for employee safety. Ensures a safe work environment at all times.
- Oversees, participates in, and coordinates activities, such as constructing new roads; grading, repairing, and rebuilding roads; mowing and raking lawns; maintaining buildings and grounds; removing and recycling materials; plowing snow and sanding roads; laying pipe; maintaining culverts and bridges; and performing preventive maintenance and minor repairs on Highway Department equipment and vehicles in



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the most cost-effective manner.

- Operates light and heavy construction equipment and machinery; operates manual and small power tools in the performance of duties.
- Receives and investigates complaints from residents and responds as warranted. Works harmoniously with the public and local officials.
- Supervises Highway Department employees, training, assigning work and reviewing work in progress; upon completion they are responsible for evaluating the performance of employees; resolving disputes between employees within the Department and between the public.
- Attends Selectmen's meetings as necessary; advises Board of Selectmen of unusual problems or delays. Makes recommendations to the Board regarding capital purchase decisions for the Department.
- Develops and administers Department budget; reviews Department bills and payroll. Determines specifications for new or replacement equipment. Develops short and long-term plans for Highway Department. Orders materials; arranges for equipment repair. Writes bid specifications for new equipment and paving projects; solicits project bids.
- Selects, consults, and oversees private contractors and engineers hired to assist in completion of Department projects.
- Issues trench and driveway permits.
- Performs other related duties as required.

### **NECESSARY SKILLS & KNOWLEDGE:**

- Thorough knowledge of the maintenance requirements, work hazards, safety practices and traffic laws relating to heavy equipment operation.
- Knowledgeable of applicable work hazards and safety practices related to road construction.
- Ability to train, supervise, lead and motivate subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to understand and follow, and give instructions both orally and in writing.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective and harmonious working relationships with other employees, departments, supervisors and the public.

### **QUALIFICATIONS, EDUCATION and EXPERIENCE:**

High School Diploma or GED

Minimum two (5) years of supervisory experience in a related environment, **OR**

Equivalent combination of education and experience which demonstrates an ability to be successful in the position.

- Valid NH Driver's License – CDL-B required (without record of suspension or revocation).



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- Current State of NH DoT medical card.

This position requires attention to detail, with excellent oral, written, and interpersonal skills; a disciplined ability to be able to work independently, effectively prioritizing multiple duties; Proficient computer skills are necessary.

### **PHYSICAL DEMANDS:**

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to:

- Sit for prolonged periods in equipment.
- Stand or walk on uneven ground.
- The employee is frequently required to climb ladders, kneel, crouch, stoop, or crawl.
- Use hands to handle or operate objects, tools or controls and reach with hands and arms.
- The employee must frequently lift and or move up to 50 pounds and occasionally lift and or move up to 100 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.

Work is performed primarily in vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work can often be performed in emergency and stressful situations. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, toxic or caustic chemicals, exposure to extended periods of vibration. The noise level in the work environment is loud when machinery is being operated.