

DPW Director
JOB DESCRIPTION

JOB TITLE: Department of Public Works Director

JOB DESCRIPTION: The Director of Public Works is responsible for directing, coordinating and controlling the planning, design, construction, and inspection of all Capital Improvement Projects in the Town and directing the maintenance of bridges, buildings, paths, streets, sidewalks, storm drainage systems, trails and waste water treatment facility. Individual provides technical engineering assistance and services to other municipal departments.

Person's efforts are directed toward insuring that Capital Improvement Projects are planned, designed, and contracted in a technically competent and economical manner and that street maintenance, storm drainage maintenance, waste water treatment infrastructure maintenance and contractual activities meet established service, performance and cost standards. Individual is also responsible for the preparation of a five-year Capital Improvements Program for the Town and the preparation of an annual operating budget for the department.

Essential Duties: Essential and other important responsibilities and duties may include, but are not limited to, the following:

Directs the planning, design, construction and inspection of municipal improvement projects.

Coordinates the planning and engineering of interdepartmental capital improvement projects.

Organize, direct and control all resources of the department.

Insures that capital improvement projects are planned, designed, and constructed in a technically competent, safe, and economical manner and meets the Town's quality, time and cost standards.

Directs the Highway Department providing plowing, paving projects, street cleaning, traffic and sign painting, sidewalk and curb maintenance, storm drainage maintenance, and sewer system maintenance and improvements.

Organize, maintain, and administer the personnel policies and procedures of the town and the department.

Maintains equipment and personnel at a level consistent with budget.

Budget preparation and control, operations analyses, and insures that performance standards for all Public Works activities are effectively used to meet cost and service standards.

Assumes a leadership role in developing project planning, scheduling and control techniques involving personnel across departmental lines. - Makes periodic presentations to the Select board.

Works with other governmental agencies to achieve objectives of the department and the Town. Prepares, presents and implements an annual department budget to achieve departmental objectives. Develops and implements an annual Capital Improvements Program for the Town.

Keeps the Town Manager informed of departmental performance and issues vital to the Town and the department. - Provides leadership to all personnel in the department. - Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, and ABILITIES:

Highly skilled in multi-project planning, scheduling and control.

Demonstrated ability to handle complex human and political problems.

Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.

Ability to operate assigned equipment.

Ability to make sound decisions in a manner consistent with the essential job functions

Thorough knowledge of the skills, methods, tools, equipment, and materials used in construction, maintenance and repair of bridges, buildings, curbs, drainage, pathways, sewer lines, sidewalks, streets and related structures.

Ability to read and interpret engineering plans and specifications; estimate and plan jobs, prepare reports, maintain records and coordinate with subcontractors.

Availability 24 hours per day to meet emergency situations.

Familiar with and executes safe work procedures associated with assigned work.

ACCOUNTABILITY: Reports to Town Manager.

EQUIPMENT USED: Telephone, smart phone, computer, office machines limited hand and power tools, occasional light and heavy construction equipment.

ENVIRONMENT: Inside: 50% Outside: 50%

PHYSICAL ACTIVITY REQUIREMENTS PRIMARY REQUIREMENTS:

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Frequently required.

LIFT 26 to 50 lbs.: Frequently required.

LIFT over 50 lbs.: Occasionally required. Assistance may be available.

CARRY up to 10 lbs.: Frequently required.

CARRY 11 to 25 lbs.: Frequently required.

CARRY 26 to 50 lbs.: Occasionally required.

CARRY over 50 lbs.: Occasionally required. Assistance may be available.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

PUSH/PULL: Occasionally required.

OTHER CONSIDERATIONS

Twisting: Occasionally required.

Bending: Frequently required.

Crawling: Rarely required.

Squatting: Occasionally required.

Kneeling: Rarely required.

Crouching: Rarely required.

Climbing: Occasionally required.

Balancing: Not required.

WORK SURFACE(S): Standard office desk, technology equipment and chair. Equipment cabs. Construction sites; concrete floors; wet, slippery, and rough terrain; asphalt surfaces.

HAND MANIPULATION

Grasping: Frequently required.

Handling: Frequently required.

Torqueing: Occasionally required.

Digital Dexterity: Frequently required.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 4

Stand 2

Walk 2

Total Hours

Sit 4

Stand 2

Walk 2

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for doing job effectively and correctly.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Occasionally may need to detect odors that indicate presence of harmful gases, incorrect operation of equipment, etc.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S):

1. Short demonstration only.

2. Any beyond short demonstration up to and including 30 days.

3. 30-90 days.

4. 91-180 days.

- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

LICENSURE/CERTIFICATION REQUIREMENTS: Valid NH CDL with airbrakes endorsement

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Bachelor Degree plus at least 5 years' experience in street or highway construction and maintenance work, supplemented by technical study in an apprenticeship program, engineering, management or related fields, and including at least 2 years' experience in a supervisory capacity; OR, any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SUMMARY OF OCCUPATIONAL EXPOSURES:

May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.

May be exposed to long periods of sunlight.

May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Work in severe climatic conditions of heat, cold, wet, snow, and ice.

Position and activities also governed by state law, e.g. RSA 231