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DEPARTMENT OF PUBLIC WORKS MANAGER

Job Summary

Appointed by the Selectboard; the DPW Manager supervises, coordinates, and participates in planning and conducting, directing, and administering the operations of the Public Works Department; carries out policies established by the Selectboard and in accordance with State statutes, Town ordinances and administrative policies; does related work as required.

Supervision Received

Work is performed with considerable independence under the general supervision of the Selectboard who provide policy guidance. Uses own judgment as to the organization of department, project priorities, and manpower utilization. Consults with the Selectboard on policy matters, planning, and implementation of major/special projects, or issues concerning other departments. Consults with Town Administrator on day-to-day operations of the DPW.

Supervision Exercised

This position is responsible for the general administrative direction of the Public Works staff, including but not necessarily limited to, the Foreman, equipment operators, laborers, and mechanics.

Examples of Essential Duties

1. Administers the Public Works Department in accordance with broad guidelines set by the Selectboard, State statutes and Town ordinances. Plans, schedules, directs, organizes, and supervises all activities of the Public Works Department. Confers with Town officials to determine plans, and policies to be observed in the conduct of the Public Works Department. Responsible for the preparation and implementation of short and long-range plans, policies and procedures.
2. Supervises and performs varied and detailed duties in administering and supervising various activities throughout the town such as snow removal and cleanup, street and sidewalk sweeping, drainage construction, constructing and repairing of paved and gravel roads and curbs, bridge maintenance, building maintenance, and performing preventive maintenance on all highway equipment in the most effective manner.
3. Responsible for organizing and establishing work procedures of subordinates, developing methods, determining work flow, assigning duties, purchasing supplies, approving invoices, and addresses complaints from taxpayers. Modifies procedures to meet new conditions, and

makes major decisions without supervision. Operates equipment and performs Public Works Department duties as required including plowing snow.

4. Assists Selectboard and Town Administrator in preparing bid specifications for highway construction and reconstruction, purchase of vehicles and heavy equipment.
5. Coordinates emergency response to ice and snow storms, flooding conditions, wind storm damage, and other emergency conditions affecting the safe and expeditious flow of traffic on town roads, sidewalks, and town parking areas.
6. Prepares and presents annual department budget and work plans for review and approval by the Selectboard and Town Administrator; presents budget request at public hearings and Town Meeting.
7. Monitors the budget for the Public Works Department. Exercises control over expenditures to remain within the budget allocations and attempts to affect short and long term costs savings wherever possible.
8. Maintains employee relations, administers personnel policies and procedures of the Town and department, resolves discipline problems, and evaluates performance of subordinates under the direction of the Town Administrator. Maintains an appropriate level of confidentiality regarding records of the Town specifically as it relates to personnel records. Approves staff payroll, and leave requests.
9. Interacts with the Town Administrator, Selectboard, Budget Committee, State Highway Department, contractors, vendors, landowners and taxpayers.
10. Develops continuing education plans for self and department personnel to enhance and expand working skills and job knowledge
11. Utilizes computer skills to develop records and maintain quarterly reports of highway equipment, fuel, and maintenance logs, weekly/monthly progress reports, building maintenance schedule, as well as personnel usage data. Compiles periodic reports for the Selectboard and various other officials concerning the operations of the highway department. Records and files essential information.
12. Make recommendations to the Planning Board and Selectboard concerning the acceptance of new streets, highways, and drainage systems.
13. Works with the Town Administrator and Selectboard in obtaining property easements and rights-of-way. Makes important contacts with the Police Chief, Selectboard and State Highway Department in determining the need for and placement of traffic signs and signals, one-way streets, driveways, and speed zones. Assists the Selectboard in applying for and administering State aid for highway construction.
14. Ensures safe working conditions for employees and safe conditions at all Town buildings.
15. Performs other related duties as assigned or required.

Knowledge Skills & Abilities Required

The Public Works Manager must possess the ability to work effectively with staff and the public at large, including elected officials, contractors, consultants, etc. The Manager should be capable of organizing his time in order to meet deadlines, be able to delegate to and distribute personnel effectively, especially under emergency situations. Extensive knowledge of public works construction, materials and equipment; knowledge of basic principles and practices of civil engineering; possession of sound management skills.

Qualifications Required

BA/BS in Engineering, Public or Business Administration, or closely related field strongly preferred; 8 to 10 years of experience in municipal management, project planning & supervision and general administration or an equivalent combination of training, education and experience, which demonstrates possession of the required knowledge, skills and abilities. Experience in winter storm response, utilities and facilities operation and maintenance, project planning and team-orientation are necessary; strong citizen service attitude is essential. The ideal manager will have strong budget & management skills, a team oriented leadership style and demonstrated enthusiasm and imagination in pursuit of creative solutions to meet public works challenges. This position requires availability 24/7 hours per day to meet emergency situations. Possession of a valid NH operator's CDL license is a must.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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 functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 50 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

Sensory Requirements

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms.