

PUBLIC WORKS DIRECTOR

JOB SUMMARY

Directs all highway and solid waste/recycling activity of the Town. Supervises and participates in all work involving the construction, maintenance, snow removal and repair of Town roads and culverts; manages all Highway and Recycling Center employees, contractors, vehicles, and equipment. Manages department budget and planning, works with the public and local officials. Operates all equipment and performs heavy skilled labor as necessary.

SUPERVISION RECEIVED

Works under the general supervision of the Board of Selectmen and Town Administrator who provide policy guidance. Work is evaluated by the Board and Administrator through road conditions, customer service, overall effectiveness and economy of operations. Exercises considerable judgment in determining work priorities, use of equipment, and manpower utilization. Consults with Town Administrator on legal and financial issues and to obtain needed information.

SUPERVISION EXERCISED

Provides direct supervision to a staff of full-time, part-time, and seasonal Highway and Recycling Center employees. Assigns work, provides instruction, and reviews work in progress and upon completion for conformance with instructions, timelines, and technical adequacy. Recommends candidates for hire to the Board of Selectmen. Responsible for training and evaluating the performance of employees.. Oversees the selection and performance of all contractors.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. 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 job. Handles emergency situations as they arise, requiring being on call 24 hours a day, identifying and anticipating potential emergency situations, making weather-related decisions about clearing roads, and calling in employees to work.
2. Interprets work orders, specifications, or other instructions. Continuously inspects work in progress for conformance to plans and instructions; checks for employee safety.
3. Oversees, coordinates and participates in activities, such as constructing new roads; grading, repairing, and rebuilding roads; mowing and raking lawns; maintaining buildings and grounds; removing recycled materials; plowing snow and salting and sanding roads; laying pipe;

maintaining culverts and bridges; and performing preventive maintenance and minor repairs on Highway Department equipment and vehicles in the most cost effective manner.

4. Operates light and heavy construction equipment and machinery; operates manual and small power tools in the performance of duties.
5. Receives and investigates complaints from residents and responds as warranted. Works harmoniously with the public and local officials.
6. Supervises employees, assigning work and reviewing work in progress and upon completion; responsible for training and evaluating the performance of employees and resolving.
7. Attends Selectmen's and other meetings as necessary; advises Town Administrator of unusual problems, delays, or public safety concerns. Makes recommendations to the Board regarding capital purchase decisions.
8. Develops and administers Department budgets; reviews bills and payroll. Determines specifications for new or replacement equipment. Develops short and long-term plans. Orders materials; arranges for equipment repair. Writes bid specifications for new equipment and projects; solicits and accepts project bids.
9. Selects, consults, and oversees private contractors and engineers hired to assist in completion of Department projects.
10. Supports other public works-related projects in town facilities and buildings

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects; thorough knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation. Knowledge of State laws and regulations pertaining to local highways and environmental regulations. Some knowledge of the principles and practices of civil engineering as applied to municipal public works construction projects. Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work. Essential computer skills such as email and basic spreadsheet use. Ability to use hand and power tools; ability to perform manual labor and make minor repairs on equipment; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to detect errors in equipment operations and maintenance; ability to plan for municipal needs; ability to delegate and distribute personnel and to direct, coordinate, supervise, and review the work of others; ability to express ideas effectively, verbally and in writing; ability to prepare reports and maintain records; ability to establish and maintain effective

working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors, and the public; ability to be on call 24 hours a day.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent; degree in related field preferred. Five years progressively responsible experience in road construction and maintenance work, including use of light and heavy equipment, ditching and water diversion, and snow removal and management; a minimum of three years supervisory experience. Possession of a valid CDL-A or B. Willingness to be on call. Ability to work outdoors under extreme weather conditions. OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities; AND ability to pass Town physical.

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; 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. May be required to exert strenuous physical effort such as lifting and carrying heavy equipment and materials (often up to 75 pounds). Required to regularly works outdoors under hazardous road conditions, in varying and extreme weather conditions; employee may be exposed to fumes and gases; paints and chemical solvents; fuels, lubricants, and other fluids; and dirt, dust, grease, and other disagreeable materials. Work requires traversing rough terrain and climbing in and out of culverts, ditches, and heavy machinery; standing and walking on rough, wet, slippery surfaces, including dirt, grass, asphalt, and concrete. Exposure to continuous noises and minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees. Seasonal, irregular, and extra hours may be required.