**BRIEF JOB DESCRIPTION:** Performs highly responsible, supervisory duties in the construction, alteration, maintenance, and repair of varied Public Works Department projects. May be required to assume the responsibilities of the Public Works Director in his/her absence. The position involves the responsibility of working with and supervising the activities of several skilled, semi-skilled, and unskilled workers engaged in a variety of projects involving maintenance of cemeteries, parks and rights of ways. Duties include operating light and heavy equipment such as front-end loaders, dump trucks, chain saws, grass trimmers, lawn mowers, and hand tools, and other related equipment. Work is usually performed with a considerable degree of independence subject to the review of the Public Works Director for results obtained.

**SUPERVISION:** Immediate supervisor shall be the Public Works Director

**EMPLOYMENT STATUS:** Full-time (40 hours per week) hourly.

**DUTIES AND RESPONSIBILITIES:** The performance of the following tasks/functions is required in meeting the expectations for this position as described:

* Performs semi-skilled maintenance and repairs of irrigation plumbing, drainages and landscapes.
* Oversees the day-to-day operations of the department and provides guidance as necessary.
* Assigns daily tasks based on departmental priorities and the most efficient and effective use of town resources.
* Performs and supervises the repair and patching of walkway surfaces as necessary.
* Assists and coordinates with contractors for turf treatment, tree work, etc.
* Performs and supervises miscellaneous repair, painting, and carpentry tasks.
* Keeps Public Works Director apprised of work operations, and makes suggestions as to improvements, problems, etc.
* Assists in the supervision, maintenance, and operation of the parks, cemeteries, and any other town-owned property.
* Works on road maintenance with others doing general laboring tasks and performing a variety of other heavy manual work in connection with the maintenance and construction of roadways and their supporting structures.
* Assists is maintaining Town right-of-ways in a safe manner consistent with federal, state, and local law, design standards, and common practices.
* Loads and unloads materials and equipment essential to the tasks assigned.
* Shovels, rakes, and hand rolls asphalt, cement, and other construction materials.
* Attaches and removes snowplows and associated equipment from vehicles, and assists in plowing snow, salting and sanding operations, or other activities to mitigate extreme weather conditions. Removes dirt, debris, snow, ice, and other hazards from roadways and from walkways, entrances, and parking lots of Town owned property.
* Prepares, operates, and maintains, on an emergency, routine, and seasonal basis, motor vehicles and equipment used for snow removal and other seasonal operations.
* Uses and performs preventative/routine maintenance on hand tools and other equipment which may include, but not be limited to, mowers, brush cutters, chainsaws, trimmers, chippers, and similar power equipment.

**DUTIES AND RESPONSIBILITIES: (CONTINUED)**

* Makes minor repairs and reports need of major repairs to motor vehicles, equipment, and other Town property to supervisor to problems, improvements, and/or preventative actions.
* Occasionally performs traffic control functions at job sites.
* Familiarity with and execution of safe and efficient work procedures/practices associated with assigned tasks and equipment used. Knowledge of the requirements, work hazards, safety practices, and traffic laws associated with the completion of assigned tasks.
* Maintains an effective and cooperative working relationship with others within the department, with other employees of the Town, and with members of the public.
* Operates heavy and light vehicles/equipment, if properly trained and/or licensed, in connection with the construction/maintenance/repair of roadways, cemeteries, transfer station, town buildings, and other Town property.
* Available 24 hours per day during emergency situations to meet public safety needs.
* Mows, fertilizes, waters, treats, and seeds lawns/turfs. Maintains grounds of Town owned property in a safe and esthetically pleasing manner. Maintains plantings, shrubs, and trees by pruning, mulching, watering, fertilizing, trimming, and removal when appropriate.
* Assists in grave openings and closings.
* Performs minor or routine maintenance, repairs, and painting to buildings, fences, equipment, and other Town maintained property.
* Knows, understands, and implements policy, procedures, and rules relating to all public works functions to include, but not limited to, highway, cemeteries, transfer station, and maintenance of public property.
* Maintains the Transfer Station in a neat and orderly fashion in accordance with applicable state and local law/practices.
* Interact with the general public and advise them in the proper use of the Transfer Station.
* Exercises good judgement and common sense when enforcing all departmental operating procedures.
* Sells access permits and charges disposal fees in a consistent and reasonable manner when staffing the Transfer Station. Inspects for compliance with operating procedures all loads delivered to the Transfer Station for disposal.
* Acts to prevent immediate damage, waste or ruin to any Town property and assists in determining permanent corrective action. Act to prevent personal injury from occurring on any Town owned property.
* Occasionally assists building custodian in the performance of their duties.
* Runs short errands as may be required.
* Performs other duties, as assigned, to insure the proper operation, maintenance, and obtainment of departmental goals.

**PHYSICAL REQUIREMENTS:** The position requires a person to regularly lift and carry objects up to 50 pounds; to occasionally lift and carry objects in excess of 50 pounds with or without the assistance of others; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard construction equipment and hand tools in a variety of weather conditions; ability to drive a motor vehicle and pass the medical requirements for a Commercial Driver’s License (CDL); cognitive and sensory ability to effectively communicate with supervisor and co-workers and to observe general surroundings; physical ability to operate simple office equipment and to perform general clerical duties.

**SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:**

Qualified candidates shall possess the following:

* Ability to oversee work operations and to provide guidance as necessary.
* Must be available during winter months (November 1 to April 30) and subject to call out around the clock, seven days a week, depending on weather conditions.
* Considerable knowledge of methods, materials, and techniques used in landscape maintenance and construction projects.
* Considerable knowledge of the occupational hazards and safety precautions of the work.
* Knowledge of the types, maintenance, and uses of construction equipment.
* Ability to supervise and direct subordinates, eliciting cooperation, harmony, efficiency, and proper records.
* Ability to tactfully relate to the public and other Town employees, and make independent decisions.
* Ability to learn the capabilities of each employee and assign work accordingly.
* Ability to follow oral and written instructions and to give same.
* Graduate from a standard high school or equivalent.
* Knowledge of all subordinates jobs in the department.
* Experience in municipal construction, maintenance, building repairs, equipment operations and repairs, or any combination of training and expertise that provides the required knowledge, abilities, and skills.
* Ability to obtain a NH Solid Waste Operator Certification within 1-year of employment.
* Ability to obtain a CDL-B within 6-months of employment.

**STARTING WAGE RATE:** $22.75 to $25.00 per hour depending on qualifications and/or experience.