

## **JOB TITLE: PUBLIC WORKS DIRECTOR**

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**BRIEF JOB DESCRIPTION:** The Public Works Director is responsible for supervising, directing, and managing all administrative and technical aspects of the Stratham Public Works Department that includes Highways and Streets, Solid Waste and Recycling, Cemeteries, and Buildings and Grounds. The Public Works Director is accountable for the effective delivery of public services to the Town of Stratham and proper maintenance of the Town's public infrastructure. The Public Works Director is to plan, coordinate, implement, and document effective and responsible training for all members of the Department. The Public Works Director is responsible for the completion and submission of such reports as may be required by a proper authority, and in maintaining the Department's relationships with citizens and public officials. The Public Works Director must be able to communicate effectively orally and in writing, and be able to work effectively with the Select Board, Town Administrator, other Department Heads, subordinates and the general public. Public Works Director must be able to assist and actively participate in the physical operations of the Department.

**SUPERVISION:** Incumbent reports to the Town Administrator and Select Board, and is generally supervised by the Town Administrator. Performs duties with a great degree of independence, exercising judgment and excellent interpersonal communication skills in working with the public and Town staff.

**SUPERVISION EXERCISED:** Supervises directly, or through subordinate supervisors, a staff of foreman, truck drivers/equipment operators, laborers, solid waste employees, and outside contractors hired to supplement the staff and perform specialized services. Responsible for employee recruitment, training, evaluation, and discipline that is subject to review and approval of the Select Board.

**DUTIES AND RESPONSIBILITIES:** The following is illustrative of duties that may be performed. This list is not intended as a complete compilation of duties, but is an example of the types of duties to be performed.

1. Establishes Department goals, objectives, policies, regulations, and procedures based upon the needs of the Town of Stratham and the Department; consults with Town Administrator on all major policy changes; continually evaluates the effectiveness and responsiveness of the Department.
2. Supervises and directs all Highway and Transfer Station personnel and other employees (both skilled and unskilled manual laborers) and the operation of both heavy and light equipment.
3. Coordinates and supervises both summer and winter maintenance of the streets and highways in accordance with goals set forth by the Select Board consistent with funding allocated in the approved budget.
4. Assists and operates equipment used during summer and winter maintain activities of the Town maintain roadways and infrastructure.
5. Directs, coordinates, documents, and keeps apprised of all Department procedures, practices, and functions; establishes and maintains formal channels of communication through which information must flow and specific authority is delegated; takes necessary steps to improve Department operations. Reviews activity to determine problem areas, and the need for special action.

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6. Maintains good working relationships with other Town officials, State and Federal authorities, civic leaders, and the public.
7. Prepares, presents, and administers the Department's budget, under the direction of the Town Administrator. Maintains records and documentation of projects and budget expenditures. Oversees departmental expenditures and analyzes operational costs.
8. Supervises the collection of solid waste and recyclables and investigates markets and methods for their processing and/or disposal.
9. Responsible for, and makes recommendations for all equipment, facilities, budgets, training, inspections, licenses, permits, and other activities requiring emergency preparedness related to the activities of the Department.
10. Assists other Town departments in accomplishing their mission and objectives when appropriate. Cooperates with other agencies after consulting with the Town Administrator when the best interests of the Town are served.
11. Develops and integrates new techniques and programs to improve the effectiveness of the Department.
12. Oversees Department's training program ensuring that all training activities are consistent with Departmental goals and objectives and in accordance with State statutes and administrative law.
13. Maintains facilities and equipment at a level consistent with funding allocated in the approved budget while ensuring its reliability and readiness.
14. Conducts field inspections of construction sites and newly approved subdivisions to ensure conformance with Town approvals, regulations, and specifications. Advises the Planning Board, Board of Adjustment, and other boards and/or commissions on matters related to the department.
15. Reviews applications and issues driveway permits on Town maintained roadways.
16. Performs other related duties as required.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:** Some physical effort involving frequent standing and/or walking and occasional strenuous positions. Working conditions may be disagreeable due to variable climatic conditions, emotional stress, and exposure to hazards associated with road construction, highway maintenance and other physical labor. Some office work to be performed. Office work associated with the job may require sitting, standing, lifting, stretching, and the dexterity to operate standard office equipment. The Public Works Director is expected to work appropriate hours to effectively perform the duties and responsibilities outlined in this job description. Included in these expectations is attendance at meetings and public hearings as requested by the Town Administrator and Select Board.

**SPECIFIC TRAINING, KNOWLEDGE, SKILLS, AND/OR ABILITIES:** Thorough knowledge and understanding of the principles and practices of modern public works administration and methods, including year-round highway maintenance. Extensive knowledge of the standards by which the quality of public works services is evaluated. A thorough knowledge with experience in construction procedures, Best Management Practices, and sound environmental stewardship. Knowledge of budgetary practices and procedures. Ability to plan, organize, and direct the work of subordinates performing various departmental activities. Ability to develop proper training and instructional procedures. Ability to maintain effective working relationships with other Town officials, State and Federal authorities, civic leaders, and the

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public. Ability to prepare and present effectively, oral and written material relating to the activities of the department.

**MINIMUM QUALIFICATIONS REQUIRED:** Successful candidates for the position will meet the following minimum qualifications:

- Ten (10) years of successful year-round highway maintenance experience with five (5) years progressively responsible experience in public works or highway maintenance; with a Bachelor's degree in Civil Engineering, Business Administration, or related field desirable; **OR** any equivalent combination of education and experience that demonstrates possession of these required knowledge, skills, and abilities.
- Considerable knowledge of light and heavy equipment application, operation, and maintenance.
- Considerable knowledge of building and grounds maintenance and repair procedures.
- Proven experience in highway winter and summer maintenance.
- Proven skills in personnel management including team building, consensus building, delegation, communication, employee discipline, and problem solving.
- Firm understanding of budget preparation and fiscal management.
- High customer orientation and positive public interaction.
- Experienced with computers and computer literate. Skills should include Windows operating system, word processor, and spreadsheet programs. Should be capable of operating other office equipment to include copiers and fax machines as well as measuring devices used in inspections.
- Must have a clean driving record and possess a New Hampshire Department of Transportation commercial driver's license (CDL) appropriate to operate the equipment within the Department.
- Hold and maintain certification as a supervisor under the DOT commercial driver's license program
- Available 24 hours a day for emergencies, or provide adequate contingencies in their absence.
- Licensed or the ability to be licensed within 6 months of hire as an operator/supervisor of a Solid Waste Transfer Station facility Demonstrated skills in the physical maintenance and care of cemeteries including public interaction during site selections and interments.
- Residence must be within a reasonable response time of no more than 30 minutes to the Town of Stratham.

**STARTING SALARY RANGE:** \$65,000 to 80,000 per year and is dependent on qualifications and/or experience.

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