



## **Public Works Director**

**Department:** Public Works  
**Division:** Public Works  
**Reports to:** Town Manager

**PG4/Tier 1:**  
**FLSA Status:** Exempt

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **General Summary:**

This is a full-time, Department Head Position with regular hours Monday-Friday, 7:30am-4:00pm. Performs highly responsible administrative and technical functions while directing the operations of the Public Works Department. Operations include direct participation in all relevant emergency events (snow, ice, windstorms, flooding etc.).

### **Supervision Received:**

Work is performed with independence under the general administrative direction of the Town Manager.

### **Supervision Exercised:**

Provides direct supervision to Division Foremen [Highway, Fleet Maintenance, Water, Buildings, Parks, and Cemeteries]. Responsible for making hiring recommendations, training, performance evaluation, and discipline subject to approval of the Town Manager.

### **Essential Job Functions and Responsibilities:**

The Director is responsible for defining and directing all operations and activities of the Public Works Department.

- Plans and organizes, directs, and coordinates the activities of the Public Works Department; confers with the Town Manager in determining plans and policies to be observed in the conduct of public works operations.
- Establishes program and project policies; prescribes general rules, regulations, and administrative policies for the Department. Meets with vendors, contractors and federal, state, regional agency officials to discuss current and proposed work, work problems and work procedures.
- Plans and prepares annual budgets for all operating costs, equipment purchases, and construction and maintenance projects. Tracks budget expenditures. Coordinates all aspects of Department contracting from scoping of Request for Proposals, through execution and close out. As opportunities arise, applies for and administers grants.
- Responsible for administering best management practices in support of the Municipal Separate Storm Sewer System (MS4) program.

- Establish department and divisional goals, scope work orders, and track progress. Interprets work orders, specifications or other instructions and explains required procedures to Foreman as needed.
- Attend Technical Review Committee and Planning Board meetings, as necessary to review and provide comment on subdivision and site plan proposals. Also attends Board of Selectmen meetings as needed to secure funding approvals, provide input regarding or in response to Department matters. Acts as technical engineering resource for all Town departments.
- Receives, investigates, and resolves residents' complaints. Authors letters to residents as necessary to address various matters.
- Receive, review and issue Department permits (Street Opening Permits, Water Connection Permits, Driveway Permits).
- Performs all administrative duties to ensure the effective and efficient operation of Public Works.

**Other Job Functions:**

Performs other duties as required.

**Qualifications Required:**

Bachelor's Degree in Civil Engineering, with seven (7) years progressively responsible experience in municipal public works or related engineering operations, including three (3) years of supervisory and administrative experience or any combination of education and experience that demonstrate qualifications for the position.

Additional certifications of value would include; CDL license; NH water distribution / treatment licenses; Vehicle and Equipment repair certificates.

**Desirable Knowledge & Skills:**

Organizational Management, Staff Development, Policy Development, Effective Communications, Computer Literacy, Knowledge of office and engineering software including GIS, Procurement of Services, Contract Management, Department Budgeting, Road Construction and Maintenance Methods, Drinking Water Operations, Distribution, and regulatory compliance, Municipal Solid Waste Operations, Building Construction, Maintenance, Mechanical Systems, Horticultural Maintenance, Heavy Equipment Maintenance, Cemetery Operations, Grant Writing

Ability to establish and maintain effective working relationships with all to advance the mission of the Department.

**Education, Experience, Licenses and Certifications:**

- Civil, Environmental Engineering Degree or relevant knowledge and work experience.

**Summary of Occupational Exposures:**

Possible exposure to fuels, lubricants, solvents, and other fluids as well as dirt, dust, grease, refuse, and other disagreeable materials; exposure to minor injuries such as cuts and bruises, exposure to long periods of sunlight; poisonous plants, and insects and bees.

**Working Conditions:**

Work is performed under the following conditions: Duties require sufficient mobility to work in a typical office setting and use standard office equipment, sustained posture in a seated position for prolonged periods of time.

Strenuous physical effort demanded in heavy lifting (see below), sometimes under hazardous road conditions, in varying weather conditions.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs: Frequently Required; 11-25 lbs: Frequently Required; 26-50 lbs: Frequently; Over 50 lbs: Occasionally	<b>Bending:</b> Frequently Required.
<b>Carry:</b> up to 10 lbs: Frequently Required; 11-25 lbs: Frequently Required; 26-50 lbs: Frequently Over 50 lbs: Occasionally	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Frequently Required.	<b>Twisting:</b> Frequently Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively

**Summary of Occupational Exposures:**

Possible exposure to fuels, lubricants, solvents, and other fluids as well as dirt, dust, grease, refuse, and other disagreeable materials; exposure to minor injuries such as cuts and bruises, exposure to long periods of sunlight; poisonous plants, and insects and bees.

**EEO Statement:** *The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*

**Signatures:**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_