



Public Works Director

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

Tier Group: 1
Peer Group: 4
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, Monday-Friday, Department Head Position with regular hours of 7:30 – 4:00. 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 and is reviewed through conferences, reports and program results.

Supervision Exercised:

Provides direct supervision to Division Foreman [Highway, Fleet Maintenance, Water, Buildings, Parks, and Cemeteries]. Responsible for employee's selection, 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 arrive, applies for and administers grants.
- Establish Department and Divisional goals, scope work orders, and track progress. Interprets work orders, specifications or other instructions and explains require procedures to Foreman as needed.
- Attend Technical Advisory Committee and Planning Board meetings, as necessary to review and provide comments on subdivision and site plan proposals. Also attends Board of Selectmen meetings as needed to secure funding approvals, provide input regarding or respond to Department matters. Acts as technical engineering resource for all Town departments.
- Receives, investigates, and resolves residents' complaints. Authors letters to residents as necessary address various matters.
- Receive review and issue Department Permits ([Street Opening Permits, Water Connection Permits, Driveway Permits])

- With the assistance of the Departments Executive Assistant, performs general administrative duties, including processing bills, approving payroll, and reviewing and responding to correspondence.
- Provides assistance to all other Departments in whatever form the available skill set allows when and as time allows.

Other Job Functions:

Performs other related duties as required.

Qualifications Required:

Bachelor's Degree in Civil Engineering, with five (5) years progressively responsible experience in municipal public works or related engineering operations, including three (3) years supervisory and administrative experience.

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

Desirable Knowledge & Skills:

Organizational Management, Human Resources, Safety of Personnel, Mentor Staff, Policy Development

Effective communicator, Computer literate, knowledge of office and engineering software

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

Parks / Horticultural Maintenance, Sports Field Operations

Fleet / 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:

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

Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and information
Sight: 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: _____

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

Employee: _____ Date: _____