



TOWN OF LISBON, NEW HAMPSHIRE

Incorporated 1763

Department of Public Works Director

JOB SUMMARY

POSITION OBJECTIVE

To plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including street maintenance and construction, fleet maintenance, snow removal and building maintenance; to coordinate assigned activities with other town departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Administrator and Board of Selectmen. The position is a full-time, benefitted non-exempt, department head level position.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative supervision and reports to the Town Administrator.

Exercises direct supervision over professional, management, technical, clerical and maintenance staff within the DPW.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Assume full management responsibility for, and assist with implementation of, all Public Works Department services and activities including street maintenance and construction, snow removal, water and wastewater collection system maintenance, winter road treatment and seasonal postings, and building maintenance; recommend and administer policies and procedures.
- 2) Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
- 3) Establish, within town policy and with the approval of the Board of Selectmen, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- 4) Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

- 5) Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes as necessary.
- 6) Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures, within Town Personnel Policy guidelines.
- 7) Oversee and participate in the development and administration of the Public Works Department budget; recommend the forecast of funds needed for staffing, equipment, materials and supplies; within the Town's Purchasing Policy, approve expenditures and implement budgetary adjustments as appropriate and necessary; ensure, within reason, that expenditures remain within approved budgetary amounts.
- 8) Represent the Public Works Department to other town departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
- 9) Develop and evaluate programs and policies for implementation of departmental and town needs and goals.
- 10) Responsible for the construction, maintenance and repair of streets, bridges, sidewalks, sewage, water and drainage systems owned or maintained by the Town.
- 11) Performs routine maintenance and minor repairs to Town buildings as necessary. Carpentry or major repairs will be contracted out with the DPW Director having oversight of selected contractors.
- 12) Ensures that Winter Maintenance activities are well planned, equipment and materials are secured (and in a state of readiness) and that the needed channels of communication are well established (and documented) both within and outside the department for well-coordinated implementation of storm maintenance. Assists in winter maintenance activities including operation of Town plow vehicles in storm events.
- 13) Coordinates various public works operations with other Town departments, state and federal agencies, utility companies, and ensures compliance with State and Federal regulations; confers with consultants, contractors and other interested parties through written correspondence, telephone and meetings.
- 14) Serves on various committees as assigned.
- 15) Identifies and applies for grants that may be available from time to time to advance the mission of the Public Works Department. Administers cooperative successful grant applications working with the Select Board and Town Administrator.
- 16) Plans and implements department goals, objectives, and strategies, based upon the needs of the Town as expressed by Selectmen, Administrator and Town goals and policies.
- 17) Prepares and presents agenda items on behalf of the department at Select Board meetings.

- 18) Assess and monitor the town's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- 19) Assist with the creation of, and amendments to, the Town's Capital Improvement Program (CIP).
- 20) Establish internal operational policies and procedures to effectively address the specific needs of the Town; consults with the Town Administrator on major policy issues. Continually evaluate departmental effectiveness and make appropriate internal departmental policy changes to improve the department's services to the Town, effectiveness in department operations, and employee working conditions. Develop new department programs, goals, and priorities.
- 21) Provide staff assistance to the Town Administrator; prepare and present staff reports and other necessary correspondence.
- 22) Provide staff support to assigned boards.
- 23) Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
- 24) Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- 25) Perform duties of subordinate departmental personnel as needed.
- 26) Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 1) Operational characteristics, services and activities of a comprehensive public works program.
- 2) Management skills to analyze programs, policies and operational needs.
- 3) Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.
- 4) Principles and procedures of facility maintenance.
- 5) Principles and practices of program management, development and administration.
- 6) Principles and practices of municipal budget preparation and administration.
- 7) Principles of supervision, training and performance evaluations.
Current Human Relation and employee labor law issues.
- 8) Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- 1) Plan, organize, direct and coordinate the work of lower level DPW staff.
- 2) Select, supervise, train and evaluate DPW staff.
- 3) Delegate authority and responsibility.
- 4) Lead and direct the operations, services and activities of the Public Works Department.
- 5) Determine the feasibility of various municipal projects.
- 6) Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- 7) Identify and respond to community issues, concerns and needs.
- 8) Develop and administer goals, objectives and procedures.
- 9) Prepare clear and concise administrative and financial reports.
- 10) Prepare and administer large and complex budgets and coordinate information for long-term planning.
- 11) Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- 12) Develop specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommend contract awards, negotiate contract provisions and coordinates and reviews approved contractor's performance.
- 13) Research, analyze and evaluate new service delivery methods, procedures and techniques.
- 14) Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- 15) Communicate clearly and concisely, both orally and in writing.
- 16) Establish and maintain effective working relationships with those contacted in the course of work, including supervisors and elected Town officials.
- 17) Follow all safety rules and regulations of the department to which assigned.
- 18) Maintain effective audio-visual discrimination and perception needed for:
 - a. *making observations*
 - b. *reading and writing*
 - c. *operating assigned equipment*
 - d. *communicating with others.*
- 19) Maintain mental capacity which permits:

- a. *making sound decisions and using good judgement*
- b. *demonstrating intellectual capabilities.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in public works management, construction or a related field, including four years of administrative and supervisory responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in civil engineering or a related field.

A minimum of eight (8) course hours per year of continuing education in an accredited program, such as the New Hampshire Road Scholar Program, is required, contingent on funding availability from the Town of Lisbon.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain within six months of hire (or at the next available testing date), Commercial Driver's License (CDL) sufficient to operate all applicable vehicles and equipment within the Town's DPW.

Maintain any additional required certifications or licensures as needed.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; may work in inclement weather conditions.

Must be available for after-hours calls, including weekends, as necessary.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

Approved by Selectmen July 11, 2016