

# Town of Sunapee, NH

**POSITION:** Highway Director  
**FLSA STATUS:** Exempt  
**LABOR GRADE:** 18

**DEPARTMENT:** Highway  
**REPORTS TO:** Town Manager  
**DATE:** January 2023

## **GENERAL SUMMARY**

Performs administrative and professional work in directing the operations of the Highway Department, Transfer Station, and Buildings and Grounds Maintenance Department. This position develops and manages complex roadway, drainage, and infrastructure improvement projects, municipal solid waste and recycling projects, and buildings and grounds maintenance projects on a routine basis.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

- Directs, organizes, manages, and coordinates the activities of the departments; confers with Town officials in determining plans and policies to be observed in the conduct of department operations.
- Establishes strategic plans, goals, and objectives for the departments in collaboration with the Town Manager that supports the goal and objectives of the Town and that pro-actively addresses short and long-term departmental and community needs.
- Communicates frequently with subordinates in daily work tasks and projects, inspects and assesses work progress, and resolves work problems of an administrative and professional nature.
- Oversees training and development of subordinates to achieve the goals and objectives of each department.
- Meets with other department heads, contractors, engineers, utility companies, Federal, State, governmental and regulatory agencies, and professional associations on all related departmental matters. Provides interpretation of Town ordinances, regulations and policies, work procedures, needs and problems.
- Prepares overall budget for each department and monitors them regularly for all operating costs, equipment purchases, construction, and maintenance projects. Obtains input from each division.
- Responsible for town's environmental programs (i.e. stormwater treatment, winter maintenance materials, etc.).
- Responsible for the towns Environmental Program including the MS-4.
- Performs other related duties as required.
- Availability 24 hours per day to meet emergency situations.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **PREFERRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in civil engineering, business administration, construction project management or public administration.
- Seven (7) years of progressively responsible administrative and supervisory experience in public works and solid waste management.
- Directing, supervising, and managing a public works department including capital projects, roadways, bridges, stormwater, solid waste and recycling, town buildings, fleet vehicles and equipment.

### **Knowledge, Skills and Abilities**

- Experience with administering the principles and practices of modern public works administration and methods, including year-round highway, bridge, and drainage system maintenance.
- Knowledge and experience with preparing roadway and drainage design plans, and with preparing local, state, and federal environmental permit applications.
- Knowledge and experience with CADD or other civil design software, and with GIS software.

- Intermediate level proficiency with Microsoft Excel and Microsoft Word platforms.
- Knowledge and experience with construction and engineering principles, concepts and methods.
- Knowledge of annual budget preparation and fiscal management.
- Experience with performing research, data analysis, report preparation and presentations to local, state and federal regulatory agencies, boards and committees.
- Skill with reading and interpreting engineering plans and specification, preparing construction estimates, developing projects, project budgets and associated schedules, preparing technical reports, and maintaining detailed records.
- Experience with the operation of light and heavy commercial vehicles with plow and wing apparatus, and with the operation of heavy construction equipment.
- Experience operating survey equipment including but not limited to a rod, level and tripod for surveying elevations, for developing roadway station and offset data, and for establishing project layout.

Any combination of education and experience that demonstrates the required knowledge, skills, and ability to perform the duties and responsibilities listed here within will be considered.

### **SUPERVISION RECEIVED**

Work is performed with considerable independence under the general administrative direction of the Town Manager and is reviewed through evaluations, reports, and program results.

In partnership with the Town Manager, the Highway Director establishes strategic plans, goals, and objectives for each of the departments that support the goal and objectives of the Town.

### **SUPERVISION EXERCISED**

This position is responsible for directing, planning, organizing, and managing staff and resources,

### **LICENSING AND CERTIFICATION**

Commercial Driver's License Class 'B' with airbrake endorsement; NHDES Solid Waste Facility Senior Principal Operator Certification, Master Road Scholar Certification or ability to obtain within two-years.

### **TOOLS AND EQUIPMENT USED**

Heavy equipment including loader, backhoe, vibratory roller, excavator and grader. Light through heavy duty commercial vehicles with plow and wing for winter maintenance; Gas and diesel powered equipment including but not limited to wood chipper, leaf vacuum, street sweeper, chain saw, weed whacker, compactors and a pavement roller. Computers, calculator, copier, phone and other general office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, and hear. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing.

Occasional site walks may require walking on unimproved surfaces in their natural state, in naturally occurring weather conditions and environments.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 50% of the work is performed in an office setting and 50% is performed outdoors on roadways, road shoulders, drainage ditches, and on bridges. Work is also performed from within heavy to light commercial vehicles during inclement weather.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**