

TOWN OF EXETER

JOB TITLE: **Public Works Director**

Revised 9/6/2022

DEPARTMENT: Public Works

POSITION NUMBER: 800

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 18

JOB SUMMARY: This position is responsible for the supervision and management of the public works department, including engineering and capital projects, roadways, bridges, dams, storm water, water, sewer, town buildings, fleet, landfill, and solid waste and recycling.

SUPERVISION RECEIVED: The director receives general supervision and policy direction from the town manager and Select Board, exercises a considerable degree of independent judgement and is evaluated by the town manager based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides direct supervision to employees and seasonal staff in the department of public works.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Administers all infrastructure maintenance, repair and construction including bridges, dams, streets, sidewalks, water system, sewer system, and public buildings.
2. Oversees and supports operational management of emergency activities associated with rainstorms, flood protection, windstorms, drought, and snow and ice removal.
3. Produces long-term plans and solutions for all public works functions and capital needs.
4. Prepares reports, analyses and makes recommendations to the town manager, Select Board, budget committee, and deliberative session.
5. Manages the department budgets, develops budget recommendations and controls expenditures within approved budget.
6. Manages department personnel according to town policies, collective bargaining agreement and best management practices.
7. Keeps current with changing federal and state regulations and industry standards pertaining to public infrastructure including utilities, drinking water, wastewater, storm water, solid waste, transportation, construction and safety.
8. Has regular contact with state and federal agencies and officials, including NH Department of Environmental Services (NHDES), US Environmental Protection Agency (USEPA), NH Department of Transportation (NHDOT), and Federal Highway Agency (FHA) to procure financial assistance, negotiate complex permits and agreements, and obtain approvals. Also works with state regulators to review and modify policies and regulations. Negotiating and plan utility corridors, easements and property acquisition with property owners and other utilities.
9. Assists public works customers (external and internal) with needed information and provides resolution to problems that have not been solved by others.

10. Plans and oversees capital improvement projects, from bidding to work oversight.
11. Communicates official plans, policies and procedures to the staff and the general public.
12. Assures compliance with established policies and procedures.
13. Interacts with public by phone and in person, answers questions and provides information about department programs and services.
14. Listens to requests, criticism and complaints and utilizes the information to improve programs and services.
15. Develops department policies and procedures; implements policies and procedures approved by the board of Select Board; interprets policies as necessary.
16. Recruits, hires, trains, schedules, evaluates and counsels department staff.
17. Attends meetings of the board of Select Board; meets with department heads and other officials regarding department activities.
18. Works harmoniously with elected and appointed officials, employees, citizens, public and private agencies.
19. Performs other related duties as required.

OTHER DUTIES:

1. Participates in Seabrook drill.
2. Represents the town on the Municipal Alliance for Adaptive Management and other regional associations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of the principles and practices of modern public works administration and methods, including year-round highway maintenance.
2. Knowledge of construction and engineering principles, concepts and methods.
3. Knowledge of town policies and procedures, ordinances and state and federal statutes.
4. Knowledge of public works construction, materials and equipment.
5. Knowledge of town geography, streets and zoned areas.
6. Knowledge of the standards by which the quality of public works service is evaluated.
7. Knowledge of light and heavy equipment application and operation, building and grounds maintenance and repair procedures.
8. Knowledge of budget preparation and fiscal management.
9. Knowledge of management and personnel administration.
10. Skill in managing multiple and concurrent projects.
11. Skill in management, leadership and supervision.
12. Skill in planning, organizing, analyzing, decision making and problem solving.
13. Skill in reading and understanding plans, maps, charts and surveys.
14. Skill in the use of office equipment, such computer and calculator, relevant software such as word processing, data base programs, spreadsheets and G.I.S. programs.
15. Skill in oral and written communication.
16. Skill in budgetary preparation and administration.
17. Skill in gathering and interpreting data.
18. Skill in public and interpersonal relations.
19. Skill in personnel management, including team building, consensus building, delegation, communication and problem solving.

20. Ability to plan, organize, direct and supervise the work of subordinates performing various public works activities.
21. Ability to organize time in order to meet deadlines.
22. Ability to delegate and distribute personnel effectively, especially under emergency situations.
23. Ability to read and understand architectural and construction plans, engineering drawings and technical reports.
24. Ability to formulate recommendations and decisions.
25. Ability to maintain accurate records and files.
26. Ability to negotiate and resolve disputes effectively.
27. Ability to communicate effectively, both verbally and in writing.
28. Ability to effectively prepare and present oral and written material relating to the activities of the Department.
29. Ability to prepare, analyze and present technical and statistical reports.
30. Ability to exercise sound and mature judgment and discretion.
31. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
32. Ability to develop proper training and instructional procedures.
33. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state and federal officials.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or

questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in civil engineering, Master in Business Administration, or Master in Public Administration, or equivalent preferred or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require eight (8) years or more of progressively responsible administrative and supervisory experience, preferably in a municipal environment; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.
3. Possession of a valid driver's license for the type of vehicle or equipment operated.