

Town of Hampstead

Job Title: Public Works Director

Department: Public Works

Employment Status: Full-Time, Non-Union

Exempt Status: Administrative Exemption

Labor Grade: 17

Job Summary:

The Director of Public Works is a full-time department head position responsible for supervising, directing, and managing all administrative and technical aspects of the Public Works Department including but not limited to Highways and Streets, Solid Waste and Recycling, Cemeteries and Buildings and Grounds. The Director is responsible for coordinating and implementing effective responsible training for all employees of the department. Performs a variety of highly responsible and complex administrative and professional functions for the Board of Selectmen. The position requires broad knowledge of municipal operations and laws. Performs duties on own initiative with a high degree of independence exercising considerable judgment and tact. The Director must be able to communicate orally and in writing with the Board of Selectmen, Administrative Assistant, Department Heads, subordinates, and the general public.

Supervision Received:

Works under the direct supervision of the Board of Selectmen, who outlines policy, assigns duties and reviews work for conformance with required laws, policies, and standards.

Supervision Exercised:

Supervises directly or through subordinate supervisors the employees, and seasonal staff of the Department of Public Works as well as outside contractors.

Examples of Essential Duties:

(The listed examples are illustrative only and may not include all duties found in this position)

1. Supervises the Department of Public Works staff by approving requests for leave, performing periodic performance evaluations (minimum annually), making recommendations for compensation, and conducting regular staff meetings.
2. Establishes department goals, objectives, policies, regulations, and procedures based on the needs of the Town and the department. Consults with the Board of Selectmen on all major department policy changes and continually evaluates the effectiveness and responsiveness of the department.
3. Develops and administers the annual Public Works budget for all operating costs, capital expenditures, equipment purchases, construction, and maintenance projects for the department. Reviews and presents specifications for projects put out to public bid by the department. Oversees private contractors hired to assist in completion of department projects.
4. Confers frequently with subordinates in initiating work, assessing work progress, and resolving work problems of an administrative, and professional nature.
5. Meets with other department directors/administrators, contractors, engineers, utility companies, and federal and state agency officials to discuss current and proposed work, work problems, and work procedures. Meets with various civic organizations and Town representatives to discuss public works progress, needs, and problems.
6. Oversees the of all public buildings, grounds, and equipment making provisions for necessary maintenance, alterations, new construction, and replacement as required. Oversees the maintenance of all Public Works Department vehicles and heavy equipment. Develops and implements preventive maintenance programs, and long-range capital improvement programs. Ensures that all buildings and equipment are in proper and safe working order.
7. Shall maintain custody of all cemetery records including deed cards, and burial information. Responsible for coordinating all burials in town owned cemeteries.
8. Oversees the competitive bidding process to ensure compliance with the town purchasing policy. Reviews bid proposals and interviews prospective contractors and consultants. Monitors and evaluates contractual services for compliance with project specifications and applicable conditions.
9. Develops asset management to meet EPA Stormwater Permit. Manages the Stormwater program and coordinates with the Stormwater Management Committee.

10. Responsible for the maintenance and repair of all town roads including snow and ice removal. Establishes plow routes, makes route assignments, and establishes conditions under which salting, and sanding operations are conducted in compliance with state and federal law.
11. Receives and investigates complaints from the general public involving the department.
12. Assists public customers (external and internal) with needed information and provides resolution to problems that have not been solved by others.
13. Serves as a member of the Emergency Management Team.
14. Prepares and oversees applications and documentation for state and federal grants for department projects.
15. Keeps current with changing federal and state regulations and industry standards pertaining to public infrastructure including utilities, drinking water, storm water, solid waste, transportation, construction, and safety.
16. Attends meetings of the Board of Selectmen.
17. Works harmoniously with elected and appointed officials, employees, citizens, and both public and private agencies.
18. Availability 24 hours per day to meet emergency situations.
19. Performs additional functions and responsibilities as assigned or required.

Knowledge, Skills and Abilities Required:

Knowledge: Complete knowledge of concepts, methods, techniques, and materials of public works management, financing, and administration. Comprehensive technical and practical knowledge of the materials, methods, and techniques relative to public works projects, and issues; thorough knowledge of public works financing, and administration. Through knowledge of the materials, methods, and techniques relative to road construction, and maintenance. Knowledge of snow and ice control techniques and practices.

Ability: Ability to plan, assign, and supervise the work of employees engaged in a variety of public works construction and maintenance operations. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective and harmonious working relationships with town officials, departments, state agencies, and the general public. Ability to deal with employees tactfully, effectively, and maintain positive public relations. Ability to prepare and administer budgets and financial reports.

Skills: Excellent management and leadership skills. Developing policies and procedures to accomplish goals and objectives. Excellent public relations skills.

Minimum Qualifications Required:

Bachelor's degree in management, public administration, civil engineering, or a related field; and seven to ten years of progressively responsible related experience; with five years in a supervisory position or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Registration as a licensed NH Professional Engineer is preferred but not required. Must possess a valid motor vehicle operator's license.

Physical exertion and Environmental Conditions:

For communicating with others, talking is required. For receiving information and instructions from others, hearing is required. For doing the job effectively and correctly, sight is required. Specifically, close vision and the ability to adjust focus. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, sharp blades or instruments, fumes, or airborne particles, blood, or airborne pathogens, toxic, or caustic chemicals, substances that may contain hazardous materials, outside weather conditions, risk of electrical shock, and vibration. The employee is frequently exposed to wet/ or humid conditions; high, precarious places, traffic hazards, and extreme temperatures. The noise level in the work environment may occasionally be very loud.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Disclaimer:

This job description is descriptive of general duties and is not intended to list every specific function of this position.