

PUBLIC WORKS DIRECTOR

JOB SUMMARY

This is a department head level position, which reports directly to the Board of Selectmen and the Town Administrator and is responsible for the overall administration of the Public Works Department. This position serves as a resource to the municipal management staff and regularly interfaces with various departments, agencies, boards and commissions. All work requested of the Public Works Director will go through the Town Administrators office.

SUPERVISION RECEIVED

Keeps the Board of Selectmen and the Town Administrator advised of unusual problems or delays. Makes recommendations to the Board regarding personnel actions, budgetary matters and capital purchase decisions for the department.

SUPERVISION EXERCISED

Exercises considerable independent judgment in determining work assignment priorities, use of equipment, and employee utilization. Provides direct and general supervision to laborers, recycling area attendants, truck drivers and equipment operators regarding work to be done, equipment use, project assignments and time limits. Reviews and oversees crewmembers during works in progress and on completion of the task for conformance with instructions.

PRIMARY DUTIES

Plans, organizes, directs and assigns work and equipment according to project, equipment or labor needed. Modifies methods, procedures, and priorities to meet changing conditions and determines materials and equipment needed to complete the job.

Interprets work orders, specifications, or other instructions, and explains required procedures to crew members as needed and continuously inspects work in progress for conformance to plans and instructions; checks for employee's safety.

Supervises workers and coordinates activities at various locations, performs such duties as snow cleanup and removal, garbage pick up and removal, street sweeping, pipe laying for culvert and drainage, constructing and repairing of roads and bridge maintenance, etc.

Plans, directs and coordinates the maintenance and repair of all public cemeteries, parks and public buildings.

Implement and adhere to the Town of Tilton Winter Maintenance Plan and make recommendations to the Board of Selectmen for any changes.

Receives and investigates complaints of residents regarding roads, streets, bridges, signs, drainage, solid waste, etc. Dispatches crews as warranted. Advises the Selectmen and the Town Administrator in writing on action taken to resolve or satisfy the complaint.

Maintains records and prepares reports on completed work; evaluates performance of subordinates and provides written copies of the evaluations to the Board of Selectmen.

Operates all Town equipment as necessary.

Plans and prepares departmental budget for all operating and capital expenditures.

Assures that all departmental equipment and vehicles are properly maintained, making appropriate recommendations for replacements and additions.

Selects and oversees private contractors hired to assist in completion of department projects.

When requested, prepares bid specifications for public works projects and oversees the bid process.

Has knowledge of all highway laws.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to read, write and speak English. Experience in welding preferred. Through knowledge of methods, materials, and equipment used in construction, maintenance and repair of street surfaces, curbs, and drainage structures; considerable knowledge of hazards and safety precautions common to machinery and equipment required in street maintenance, road construction; knowledge of the principles of engineering as they apply to public works construction projects; ability to read and interpret blueprints, work orders and plans; ability to organize, coordinate and supervise the work of others; ability to establish and maintain effective working relationships with employees, the public and other departments; ability to communicate effectively both orally and in writing; ability to prepare reports and maintain records; sound organizational skills and considerable knowledge of current management practices; good physical condition. Driving is required.

MINIMUM QUALIFICATIONS

Graduate from an accredited college or university with a degree in Civil Engineering, Public Works Administration or related field. Graduate work, or continuing education, in the above areas is preferred. Years of experience in a related field will be considered in lieu of the education. At least five (5) years experience of progressive management responsibilities in the public works/construction organization. Budget preparation and administration, personnel administration and civil engineering experience is preferred. Meets federal and Department of Transportation requirements for a CDL Class B drivers license.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 equipment and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts or machines; with irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields. Regularly required to work outdoors under extreme weather conditions for extended hours.

Adopted: October 29, 2009

Patricia Consentino
Richard W. Danner
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Sandra Plessner
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TILTON BOARD OF SELECTMEN