



# Town of Troy

16 Central Square - PO Box 249 - Troy, New Hampshire 03465

**Job Title:** Public Works Director

**Status:** Part-Time, Exempt

**Direct Report:** Town Administrator; Indirectly Board of Selectmen

**Compensation Salaried:** \$XX,XXX

**Weekly Hours Worked:** XX

**Workspace:** Field & Former Welfare Manager's Office in Town Hall

**Job Summary:** Performs highly responsible administrative and professional work in managing the operations of the Public Works Department; to include some oversight of administration, highways, vehicle maintenance, solid waste, streetlights, bridges, buildings & grounds.

**Supervision Received:** Works under the broad supervision of the Town Administrator; work is performed with considerable independence and involves responsibility for the use of considerable initiative and judgment in day-to-day operations; confers with Town Administrator and/or Selectboard on matters concerning significant policy or priority factors.

**Major Duties:**

(Any one item listed may not include all of the duties necessary to perform the task, nor do the listed examples include all the duties which may be required of this position.)

- Developing Maintenance Plans for Town Buildings & Lands managed by the Selectboard.
- Assists with the annual budgets for operating costs, equipment purchases, road and bridge construction and maintenance, etc.
- Assists with the creation and update of a 10-year road improvement plan, the Town's Capital Improvement Plan, municipal building maintenance and improvement plans, and fleet management needs.
- Obtains bids from vendors for work to be done on Town Buildings & Lands managed by the Selectboard.
- Coordinating of vendors and supervising completion to proper standards for work on Town Buildings & Lands managed by the Selectboard.
- Organizing and coordinating staff between departments to achieve the highest level of service as may be practical for Town Buildings & Lands managed by the Selectboard.
- Assists the Selectboard, Town Administrator, and/or Department Head(s) in preparing bid specifications for construction and reconstruction projects, purchase of vehicles and heavy equipment.
- May assist or help coordinate the emergency response to ice and snowstorms, flooding conditions, windstorm damage, and other emergency conditions affecting the safe and expeditious flow of traffic on town roads, sidewalks, and town parking areas.
- Assists local public safety officials whenever necessary by providing equipment, labor, supplies, materials, and know-how, as may be possible.

- Specific items to be managed: maintenance of US & State Flags on all Town Buildings; coordinating all street lighting through Eversource or appropriate vendors; proper pruning and health of all Trees on Town Property – including any logging enterprises that may be required or viable; all fences; all landscaping; coordinating with Volunteers for gardening & plantings on Town Buildings & Lands managed by the Selectboard.
- Updating and removal of expired, tired or out of season plants, decorations, signs or other materials on Town Buildings & Lands managed by the Selectboard.
- Manages and controls all applications for events to be held on Town Common and any other Town Building & Lands managed by the Selectboard.
- Responsible for aiding and developing annual operating budgets for Town Buildings & Lands managed by the Selectboard.
- Will provide the same services and work cooperatively with any independent Town Commission or Board that wish seeks assistance with any and all the above specifically but not limited to: Historical Society/Kimball Hall; Cheshire Depot Committee; Cemetery Board of Trustees; Library Trustees; Recreation Committee; Conservation Committee; Troy Water & Sewer Department and any other Town Committee or endeavor that may apply and be reasonable in the opinion of the Select Board.
- Makes important contacts with the Town Administrator, Selectboard, Highway Department, contractors, vendors, landowners, and taxpayers, as needed.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Extensive knowledge of the methods, materials, tools and equipment used at the Public Works Department; including highway maintenance and public works projects.
- Knowledge of managerial theories and methods such as human resource management, interpersonal skills, team leadership skills, possess cultural awareness and sensitivity skills.
- Demonstrates social and ethical responsibility obtaining a consistent level of professionalism.
- Knowledge of work hazards, safety practices and traffic laws relating to construction equipment operation.
- Knowledge of federal, state and local regulations regarding drainage, wetlands and land development, soils and construction.
- Knowledge of the principles and practices of civil engineering as applied to municipal public works construction projects.
- Complete understanding of the needs of employees who operate all town heavy equipment and snow plowing; will be required to fill-in as needed.
- Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work.

- Skill in the use of computers.
- Ability to be available to respond to emergency situations and seasonal needs.
- Ability to understand blueprints, plans, maps, etc.
- Ability to use hand and power tools.
- Ability to perform manual labor and make minor repairs on equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions
- Ability to read and follow state and local laws, rules, regulations and policies and procedures.
- Ability to detect errors in equipment operations and maintenance.
- Ability to plan for municipal needs.
- Ability to delegate and distribute personnel and to direct, coordinate, supervise and review the work of others.
- Ability to express ideas effectively, verbally and in writing.
- Ability to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.

**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).

**PHYSICAL DEMANDS:** The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

**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:**

- Knowledge and level of competency in civil engineering, construction management, business management, and/or related fields.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with progressive management in municipal public works, Solid Waste/Transfer Station facilities, or any equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities.
- Strong budget & management skills; a team-oriented leadership style and demonstrated enthusiasm and imagination in pursuit of creative solutions to meet public works challenges.
- Strong citizen service attitude is essential.