

TOWN OF BELMONT

JOB TITLE: Director

March 27, 2017

DEPARTMENT: Public Works

STATUS: Full-Time, Administrative Exemption

LABOR GRADE: 19

JOB SUMMARY: Appointed by Board of Selectmen; performs responsible supervisory and administrative duties of the Town highway department; manages and directs operations of the Town crews, carries out policies established by the Board of Selectmen and in accordance with State statutes, Town ordinances and administrative policies; does related work as required.

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

- Administers the Town highway department in accordance with broad guidelines set by the Town Administrator, Board of Selectmen, State statutes and Town ordinances.
- Performs varied and detailed duties in administering and supervising the construction, reconstruction and summer and winter maintenance of Town highways, storm sewers, streets, and pavement markings.
- Responsible for the preparation and implementation of short and long-range plans, policies and procedures.
- Exercises considerable judgment, initiative, and resourcefulness in reviewing the work performed by Town highway employees and private contractors, organizing work to be performed under varying conditions, devising new methods, modifying procedures to meet new conditions, and making major decisions without supervision.
- Makes important contacts with the Town Administrator, Selectmen, budget committee, State highway department, contractors, vendors, land owners and taxpayers.
- Prepares annual department budget and work plan for approval by Selectmen and Budget Committee; presents budget request at public hearings and Town Meeting.
- Responsible for organizing and establishing work procedures of subordinates, developing methods, determining work flow, assigning duties, and evaluating and disciplining subordinates. Supervises laborers and crew members in absence of foremen.
- May occasionally operate trucks and heavy equipment or perform routine mechanical repairs on same.

- Assists Selectmen and Town Administrator in preparing bid specifications for highway construction and reconstruction, purchase of vehicles and heavy equipment.
- Make recommendations to the Planning Board and Town attorney concerning the acceptance of new streets, highways, and drainage systems.
- Works with the Town attorney, Selectmen and Town Administrator in obtaining property easements and right-of-way.
- Makes important contacts with the Police Chief, Selectmen and State Highway Department in determining the need for and placement of traffic signs and signals, one-way streets, and speed zones.
- Assists Selectmen and Town Administrator in applying for and administering State aid for highway construction and interviews applicants and makes recommendations to Selectmen for hiring, discipline and termination of highway department employees.
- Schedules work with foremen, arranges for preventive maintenance of department vehicles equipment, purchase of supplies, inspects work of subordinates and contractors, arranges flow of work, and handles complaints from taxpayers.
- Coordinates emergency response to ice and snow storms, flooding conditions, wind storm damage and other emergency conditions effecting the safe and expeditious flow of traffic on Town roads and streets.
- Exercises control over expenditures to remain within the budget allocations and attempts to affect short and long-term cost savings wherever possible.
- Alertness required to prevent industrial accidents and promote safe working conditions for employees wherever possible.
- Compiles periodic reports for the Town Administrator and/or the Selectmen and various other officials concerning the operations of the highway department.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Extensive knowledge of public works construction, materials and equipment.
- Knowledge of basic principles and practices of civil engineering.
- Knowledge of sound management skills.

- Ability to work effectively with staff and the public at large, including elected officials, contractors, consultants, etc.
- Ability to organize time in order to meet deadlines.
- Ability to delegate and distribute personnel effectively, especially under emergency situations.

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 treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

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 typewriters 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:

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in Civil Engineering.
- Five years of progressively responsible experience in municipal public works or related engineering operations, including three years supervisory and administrative experience, or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.
- Possession of a professional engineering certificate desirable.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B).
- Must be on call 24/7 and work outside in extreme weather conditions.