

Town of Moultonborough, NH

POSITION: Director/Highway Agent
FLSA STATUS: Exempt

DEPARTMENT: Public Works
REPORTS TO: Town Administrator

GENERAL SUMMARY

Responsible for the construction, maintenance, and repair of the Town's highways, bridges, cemeteries, beaches, playgrounds, Transfer Station and other Public Buildings and facilities in accord with policies of the Board of Selectmen and the supervision of all personnel in each of those departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the construction and maintenance of all town roads and drainage.
- Responsible for the maintenance of all town-owned bridges.
- Responsible for maintenance of town-owned playground area, beaches, trees and Facilities.
- Responsible for the supervision of all personnel in the performance of their assigned duties.
- Responsible for the maintenance of all town cemeteries, to include opening and closing grave sites, and the care of certain private cemeteries.
- Responsible for coordinating the removal of snow and sanding of all town and private roads that meet minimum recommended road specifications.
- Responsible for the preparation of an annual recommended budget for submission to the Town Administrator and Board of Selectmen for the Highway Division
- Responsible for contracting with outside contractors required for snow removal and sanding.
- Responsible for submitting payment vouchers for all outside contractors performing snow removal, sanding, and mowing service for the Highway Division
- Responsible for the maintenance and repair of all town-owned equipment assigned to the Highway Division
- Responsible for maintenance of all Highway Division, facilities and all Town facilities, grounds and properties.
- Responsible for all training.
- Participates as a member of the Emergency Management Response Team in providing assistance as outlined in the Emergency Management Plan.
- Must be able to deal with the public and address highway division inquiries.
- Performs the duties of a highway agent as set forth in RSA 231:62

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Residency in Town is preferred but is not required. Must live within a 30 minute response time to town hall.

Bachelors degree in civil engineering, public administration or business management with five experience in Personnel Management and budget preparation is required.

Valid Driver's License

Seven years of experience in the field of which at least five years in a supervisory role. Or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

Preference is given to those with experience.

Knowledge, Skills and Abilities

- Extensive knowledge of public works construction and maintenance methods, materials and equipment.
- Extensive knowledge of the principals and practices of civil engineering as it applies to public works.
- Thorough knowledge of administrative practices and procedures as related to public works management techniques.
- Ability to evaluate road maintenance needs and assign personnel and equipment to perform required maintenance.
- Ability to prepare recommended operating budgets for submission to the Town Administrator.
- Ability to estimate capital expenditure needs and present Town Administrator, Capital Improvement Program Committee and the Board of Selectmen with requirements to be considered for warrant articles based on a five year CIP plan.
- Ability to coordinate and review the work of operating divisions; ability to establish and maintain effective working relationships with other Town Officials, managers, employees, officials of other governmental jurisdiction, consultants, contractors and general public.
- A Registered Professional Engineer and/or Land Surveyor license is desired.
- The ability to read and understand road constructions plans and blueprints is absolutely required.

SUPERVISION EXERCISED

Directly or through subordinates, supervises all Department of Public Works Personnel. Responsibilities include interviewing, recommend to the Board of Selectmen for hiring, training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Carries out all supervisory functions in accordance with the Town's rules, regulations, policies and applicable laws.

LICENSING AND CERTIFICATION

Valid Driver's License

CDL-B License, or higher CDL may be required. NH DOT Medical card and subject to Federal DOT drug testing program.

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone and other general office equipment.

Although the daily operation of heavy equipment and plow trucks is not a job requirement, it is expected the DPW Director will have a thorough understanding of the needs of employees who operate such vehicles and will be able to fill-in as needed.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Inspections and other responsibilities periodically require field work and visits to areas throughout the Town.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.