

TOWN OF SANBORNTON  
DIRECTOR OF PUBLIC WORKS  
JOB DESCRIPTION

**Job summary:**

The Director of Public Works for the Town of Sanbornton is a working manager who is responsible for the operations of the DPW and oversees the operation of the Transfer Station. This position is also responsible for overseeing the street, bridge, fleet maintenance, storm drain management (BMP's), and building and ground maintenance.

**Essential Duties:**

Essential duties and other important responsibilities may include, but are not limited to the following:

- ~ Plans, directs and participates in the work of the department, such as constructing, rebuilding & repairing all roads, cleaning up & removing snow and Ice, maintaining culverts & bridges and performing preventative maintenance and repairs on vehicles and equipment at a level consistent with the budget.
  
- ~ Operates light & heavy construction equipment and machinery, manual and power tools.
  
- ~ Interviews prospective new employees for the DPW, trains, supervises and evaluates public work personnel, follows all the personnel policies and procedures established by the Town and follows any applicable state statues when interacting with employees. Keeps the Board of Selectmen informed of departmental performance and issues vital to the Town and the DPW.
  
- ~ Develops plans and goals for the DPW and determines project priorities in conjunction with the Board of Selectmen.
  
- ~ Prepares and oversees the annual DPW budget, monitors expenditures under the current fiscal budget and review all invoices or other expenses submitted to the Finance Department.
  
- ~ Plans and recommends to the Board of Selectmen construction projects, equipment purchases, capital improvement projects and infrastructure maintenance/improvements.

~ Responds to written & oral questions and complaints from the public and maintains a record of all correspondence.

~Writes and or suggests specifications for the purchase of equipment, materials and services. All information will be provided to the Board of Selectmen for approval.

~Ensures that department operations meet safety requirements and appropriate policy requirements. Holds "safety" meetings monthly and maintains a record of all who attended and topics discussed.

~Keeps the Board of Selectmen informed on any outside contractors work in Town.

~Oversees the operation of the Transfer Station working with the On-Site Manager and provide the Board of Selectmen with any update or issues if necessary.

~Coordinates building maintenance for Public Works facilities with subcontractors.

~Attends staff & committee meetings as required.

~Must be able to perform all job duties and responsibilities of subordinates

~Performs other related duties as assigned by the Board of Selectmen.

**Knowledge, skills and abilities required:**

~Knowledge of municipal governmental principles and practices and Town policies and procedures, including but not limited to all safety polices & procedures established by the Town.

~Knowledge of federal, state, local laws and public utility regulations relevant to department operations.

~Knowledge of the geography of the Town, including road and street names and locations.

~Knowledge of planning, zoning and conservation statues.

~Ability to organize, prioritize job functions on a daily basis while being a working manager.

~Skill in operation of heavy & light equipment, hand and power tools.

- ~Knowledge of Town's budget and budgeting process, including the ability to prepare a budget for the department and monitor expenditures.
- ~Management and supervision skills for the daily operation of the department and the employees that report to the DPW Director.
- ~Knowledge of reading and interpreting blueprints and other plans.
- ~Ability to communicate professionally with all local officials and the general public both orally and in writing.
- ~ Proficient in the operation of a computer, facsimile machine and basis office equipment.

**Supervision received:**

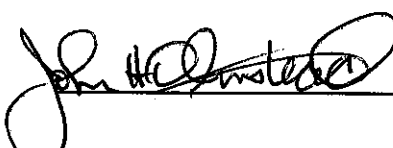
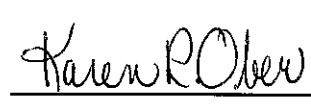
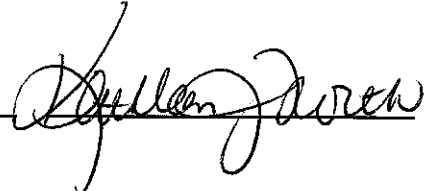
This position works under the general policy direction of the Board of Selectmen.

**Minimum Qualifications:**

- ~A high school diploma or equivalent required. Posses a valid New Hampshire drivers license with a CDL, Class B or higher with air brakes.
- ~Management or previous supervisory experience of 5 or more years or previous department related experience acceptable.
- ~ Availability to be on call an able to work in all weather
- ~ Must be able to pass a criminal background check

**TOWN OF SANBORNTON**

**Board of Selectmen:**

Date: October 19, 2016

Employee Signature: \_\_\_\_\_

\_\_\_\_\_ Date