



Town of Sanbornton
Office of the Board of Selectmen
P.O. Box 124
573 Sanborn Road
Sanbornton, New Hampshire 03269
603-286-8303

**TOWN OF SANBORNTON
EMPLOYMENT OPPORTUNITY**

Highway Department Director

The Town of Sanbornton, NH is seeking interested and qualified candidates for the full-time position of Highway Department Director. The Highway Department Director is a working manager who is responsible for the operations of the Highway Department. This position is also responsible for overseeing bridge, road and fleet maintenance as well as storm drain management (BMPs). Duties include, but are not limited to; preparing and overseeing the Highway budget, training and supervising personnel, developing plans and goals for the Highway Department and determining project priorities in conjunction with the Board of Selectmen, ensuring department compliance with safety requirements, responding to questions and/or complaints from the public and planning, directing and participating in the work of the department (such as road construction and repair and snow and ice removal) at a level consistent with the budget.

The successful candidate shall be knowledgeable in: principles and practices in municipal government and Town policies and procedures (including but not limited to safety policies & procedures); federal, state, local laws and public utility regulations relevant to department operations; geography of the Town, including road and street names and locations; budgeting and the Town's budget process, including CIP; reading and interpreting blueprints and other plans. The Highway Department Director shall also possess: skill in the operation of heavy & light equipment, hand and power tools; the ability to organize & prioritize job functions on a daily basis while being a working manager; the ability to communicate professionally both orally and in writing; proficiency in the operation of a computer and basic office equipment as well as management and supervision skills.

The Highway Department Director position requires a high school diploma or equivalent, a valid New Hampshire driver's 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 and able to work in all weather and must be able to pass a criminal background check.

To apply, submit cover letter, application and resume to:
Katie Ambrose, Town Administrator, PO Box 124, Sanbornton, NH 03269

Applications and a detailed job description are available on our website at www.sanborntonnh.org. Applications will be accepted until the position is filled.

The Town of Sanbornton is an EOE.