

The Town of Newport, NH (population 6500) is seeking applications for the position of Assistant Public Works Director/Town Engineer. The Assistant Public Works Director will work under the general supervision of the Director of Public Works and will be responsible for performing technical and administrative work in assisting with the planning, directing and coordinating the operations of the Public Works Department which includes the Highway Dept., the Water & Sewer Dept., the Wastewater Treatment Facility, the Public Works Garage fleet maintenance and two landfills.

The successful candidate will possess considerable supervisory experience in public works maintenance and operations. Graduation from a accredited college or university with a Bachelor's degree in Civil Engineering or a closely related field with five years progressively responsible experience in municipal public works or related engineering operations; possession of professional civil engineering license; possession of a certificate in water distribution; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Salary range is depending on qualifications. The Town of Newport offers a benefits package that includes: health insurance, life insurance, defined benefit plan, vacation, sick and personal days, and holiday pay.

Interested candidates should submit a fully completed Town of Newport NH "Application for Employment" (on Town website at <http://www.newportnh.net>), resume and cover letter to the Director of Public Works, Town of Newport, NH, 15 Sunapee St., Newport, NH 03773. The Town of Newport is an Equal Opportunity/Affirmative Action Employer. The position will remain open until filled.

TOWN OF NEWPORT

JOB TITLE: Assistant Public Works Director/Town Engineer **7/28/2016**

DEPARTMENT: Public Works

STATUS: Full-Time - Exempt

JOB SUMMARY: Performs highly responsible administrative and technical work in helping to direct the operations of the Public Works Department, including Highway, Water & Sewer, Wastewater Treatment Facility, and landfills.

SUPERVISION RECEIVED: Work is performed with independence under the general administrative direction of the Public Works Director and is reviewed through conferences, reports, and program results.

SUPERVISION EXERCISED: Assists with the direct supervision to Highway Superintendent, Water & Sewer Superintendent, Wastewater Treatment Plant Superintendent, Mechanics, Laborers, Department Administrative Assistant, and other positions as directed. Plans, organizes, directs, and coordinates the activities of the Public Works Department with the Director. Participates in employee selection, evaluation, and discipline of all Public Works employees.

EXAMPLES OF ESSENTIAL DUTIES: (The list of examples is illustrative only and may not include all duties found in this position.)

Assists the Public Works Director with the following:

- Plans, organizes, directs, and coordinates the activities of the Public Works Department; confers with the Public Works Director in determining plans and policies to be observed in the conduct of public works operations.
- Establishes program and project policies; prescribes general rules, regulations, and administrative policies for the Department.
- Plans and prepares Public Works Garage annual budget and reviews and approves Superintendents' budget requests for all operating costs, equipment purchases, staffing, and projects; approves Public Works Garage invoices and purchase orders; tracks budget expenditures Responds to questions about the budgets from Town Manager, Board of Selectmen, Budget Advisory Committee, and Town Meeting.
- Prepares, prioritizes, and estimates costs for long-term infrastructure projects; develops long-range projects schedule.

- Presents specifications for and administers bids and contracts for major Public Works purchases and projects. Applies for and administers grants for bridge, water, sewer, and airport projects; coordinates projects with local, State, and Federal agencies for code/regulation compliance and grants.
- Drafts Public Works related ordinances for the review and approval of the Board of Selectmen; drafts Public Works Department policies and procedures for operations, purchasing, and safety.
- Engineers, surveys, and designs particular Town projects; utilizes computer software and computer-aided drawing. Manages and inspects Town construction projects; assists Superintendents with inspection for compliance with approved plans.
- Selects engineering consultants and negotiates and administers engineering contracts; reviews outside consultants' engineering, specifications, and drawing for Town projects.
- Reviews site plans submitted for Planning Board approval.
- Contracts Town-wide underground fuel storage tank removals, replacements, and contamination remediation programs; obtains NHDES approval and direction; submits necessary documentation to NHDES for compliance and reimbursement.
- Supervises staff in all Public Works Departments; directs operations through communication with superintendents and mechanics; hires, evaluates, promotes, transfers, and disciplines employees; terminates employees upon the approval of the Town Manager; addresses employee complaints and resolves employee conflicts. Approves and submits employee payroll. Administers drug and alcohol testing for all CDL-licensed employees.
- Receives, investigates, and resolves complaints from residents, Board of Selectmen, Town Manager, and State agencies regarding Department operations, priorities, facilities, and work preference.
- Performs inspections and prepares the necessary annual reports as required by the Town's/ECON's landfill permits.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Extensive knowledge of engineering principles and codes, surveying, and computer-aided drawing; extensive knowledge of public works construction and maintenance methods, materials, and equipment. Thorough knowledge of administrative practices and procedures as related to public works management; thorough knowledge of Town ordinances and policies relevant to Public Works; thorough knowledge of sources of information, trends, and developments in public works administration;

thorough knowledge of contract preparation and administration; thorough knowledge of bidding processes; thorough knowledge of grant applications and procedures. Knowledge of contract, safety, and environmental law; knowledge of water distribution and treatment; Knowledge of solid waste operations and applicable State and Federal regulations; knowledge of fuel storage tank regulations; knowledge of fiscal budgeting. Skill in contract negotiation. Ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate, and review the work of subordinates; ability to establish and maintain effective working relationships with Town officials, Town employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, and the public; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS REQUIRED: Bachelor's degree in Civil or Structural Engineering, with five years progressively responsible experience in municipal public works or related engineering operations and five years supervisory experience; possession of professional civil or structural engineering license; possession of a certificate in water distribution; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

SENSORY REQUIREMENTS: For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.

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