



TOWN OF NEWPORT, NH

Public Works Director

Public Works Director. The Town of Newport, NH (pop. 6,500), situated in beautiful southwestern New Hampshire, seeks qualified candidates for this full-time position. Duties include planning, organizing, directing and coordinating activities of the Public Works Department; planning and preparing Public Works Department annual budget; preparing, prioritizing and estimating costs for long-term infrastructure projects, applying for and administering grants, and supervising staff. Minimum requirements for this position include a Bachelor's Degree in civil engineering, business, public administration, or related field; five to ten years of progressively responsible experience in municipal public works; or an equivalent combination of education, and experience. Professional Engineer License and NHDES Water Distribution and Treatment License a plus. NH driver's license required. Interested and qualified candidates are encouraged to review the complete job description for this position at www.newportnh.gov. Salary range of \$77,200 - \$104,200 DOQ plus benefits. Please submit resumes electronically to the Town Manager's Office, Town of Newport, 15 Sunapee Street, Newport, NH 03773 (jdufour@newportnh.gov) by the close of business on 7/15/19. Questions, please contact Joanne Dufour, M-F, 8:00 am to 5:00 pm at (603) 863-1877. The Town of Newport is an Equal Opportunity Employer.

Position Purpose:

Performs highly responsible administrative and technical work in directing the operations of the Public Works Department, including Highway, Water and Sewer, Cemetery and Grounds, Wastewater Treatment Facility, Public Works Garage and Landfills. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, directs and coordinates the activities of the Public Works Department; confers with the Town Manager 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 operation, 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 drawings for Town projects.
- Performs Planning Board Review Engineer duties.
- Prepares and stamps various NHDES solid waste landfill reports
- Contracts Town-wide underground fuel storage tank removals, replacements and contamination remediation programs; obtains NHDES approval and direction; submits necessary documentation for NHDES for compliance and reimbursement.
- Supervises staff in five bargaining unit departments; administers union contracts; directs operations through communication with Superintendents and Chief Mechanic; hires, evaluates, promotes, transfers and disciplines employees; terminates employees upon the approval of the Town Manager; addresses employee complaints and resolves employee conflicts in accordance with union contract.
- 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.
- Responsible for bridge planning, funding, design and construction.
- Serves on Airport Commission as required for airport construction projects, coordinating and implementing Commission objectives with Town Officials and NHDOT Aeronautics; Services as Acting Superintendent for departments in the absence of Superintendents; and serves on management team in union contract negotiations.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Civil Engineering, Business, Public Administration, or related field; five to ten years of progressively responsible experience in municipal public works, five of which are in a senior management position; or an equivalent combination of education, and experience. Professional Engineer License and NHDES Water Distribution and Treatment License preferred. NH driver's license required.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the multiple elements that are integral to the successful management of a modern Public Works Department. Thorough working knowledge of the materials, methods and techniques relative to public works projects and issues. Working knowledge of local and state regulations. General knowledge of the contract, safety and environmental law, water distribution and treatment, solid waste operations, fuel storage tank regulations and fiscal budgeting, General knowledge of engineering and construction activities as they pertain to project planning and cash flow development.

Ability: Ability to motivate employees and to organize a large department so that it has functional accountability; the ability to effectively communicate with the public and with Boards and Committees on the critical importance of the work performed in the maintenance and improvement of the public infrastructure. Ability to plan for municipal needs, to delegate, direct, coordinate and review the work of subordinates.

Skill: Strong interpersonal and customer service skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the general guidance and on behalf of the Town Manager.

Supervision Given: Supervises all department personnel.

Job Environment:

- General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines.
- Makes frequent contact with the general public, municipal, state and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads, other town employees. Contacts are in person, by phone, email and group meetings email and involve an information exchange dialogue.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, and significant monetary loss and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.