

<b>Town of Warner, NH</b>
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**POSITION: Public Works Director**  
**FLSA STATUS: Exempt**

**DEPARTMENT: Public Works**  
**REPORTS TO: Town Administrator**  
**DATE: Updated 01/15/19**

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**GENERAL SUMMARY**

This position has administrative and supervisory responsibilities for the operation of the Highway Department and Transfer Station.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees all aspects of Highway and transfer station operations.
- Directs the work of all Highway Department and Transfer Station personnel.
- Directs, coordinates, documents and oversees all department procedures, personnel training, practices and functions.
- Assists the public providing information, receiving and responding to complaints.
- May assist public in completing applications and/or collecting and recording various fees.
- Maintains good working relationships with Town officials, State and Federal offices and the public.
- Collaborates with Emergency Management Director on emergency preparedness.
- Reviews and approves road development and driveway permits.
- Manages, prices, analyzes, plans and directs road projects.
- Manages maintenance schedule of Highway equipment maintenance and replacement.
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- Trains and evaluates the Highway Department and Transfer Station personnel.
- Exercises responsibility for the safe, efficient and effective operation of all equipment associated with the Highway Department and the Transfer Station.
- Receives complaints and determines appropriate corrective action and/or response.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**SUPERVISORY CONTROLS** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES** Guidelines are broadly stated and nonspecific, i.e., broad policy statements and basic legislation which require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

**COMPLEXITY** The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work or refining the methods and techniques to be used.

**SCOPE AND EFFECT** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

**PERSONAL CONTACTS** The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

**PURPOSE OF CONTACTS** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Knowledge of road construction, operations and maintenance.
- Sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had at least 5 years of experience in a supervisory position directly related to operations.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (Commercial Driver's License, CDL-A).

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, materials, tools and equipment used on highway maintenance and public works projects.
- Knowledge of the work hazards, safety practices and traffic laws relating to construction equipment operation.
- Knowledge of federal, state and local regulations regarding drainage, wetlands and land development, soils and construction.
- Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work.
- Skill in the use of computers.

- Ability to understand blueprints, plans, maps, etc.
- Ability to use hand and power tools.
- Ability to perform manual labor and make minor repairs on equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions
- Ability to read and follow state and local laws, rules, regulations and policies and procedures.
- Ability to detect errors in equipment operations and maintenance.
- Ability to plan for municipal needs.
- Ability to delegate and distribute personnel and to direct, coordinate, supervise and review the work of others.
- Ability to express ideas effectively, verbally and in writing.
- Ability to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.

### **SUPERVISION EXERCISED**

Directly or through subordinates oversees all activities of the Highway and Transfer Station departments and personnel. Carries out all supervisory functions in accordance with all laws, rules, policies and regulations.

### **LICENSING AND CERTIFICATION**

CDL-A. Transfer Operator certification. Subject to DOT drug & alcohol testing.

### **TOOLS AND EQUIPMENT USED**

Various highway department equipment including loader, back hoe, dump trucks, and any other equipment assigned to the department. Hand and power tools maybe used in the maintenance and repair of equipment. General office equipment.

### **PHYSICAL DEMANDS**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

### **WORK ENVIRONMENT**

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields. Working under extreme weather conditions. On call 24/7. Exposure to stress due to scope of position.

**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.**

**Date Adopted: January 29, 2019**

**Approved by:**

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Kimberley Edelmann, Chair, Board of Selectmen

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Clyde Carson – Selectman

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John Dabuliewicz - Selectman