

DEPUTY DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER

JOB SUMMARY

Performs professional engineering work of an administrative, supervisory and technical nature within the Department of Public Works including design, layout, construction management and mapping of municipal projects. Provides technical assistance to other departments, boards and committees as requested. The nature of the work performed requires the employee to establish and maintain effective working relationships with other employees, the Council, committees, outside contractors and consultants and the public. Participates in the planning and implementation of the Town's Capital Improvement Program. Performs as the department head in the absence of the Public Works Director.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works, who provides policy guidance, assigns areas of responsibility and evaluates performance in terms of effectiveness of services provided by the Department. Extensive leeway is granted to perform duties independently, using own judgment as to departmental project priorities and use of manpower. Consults with supervisor on broad policy matters, highly problematic situations, planning of major projects or issues concerning other departments.

SUPERVISION EXERCISED

Supervises Department Staff when assigned to capital projects and in the absence of the Public Works Director. Supervises engineering interns assigned to the Department and manages consultant contracts.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Meets with and plans major capital projects with the Public Works Director. Assists the Director in setting project priorities. Plans work priorities and technical aspects of carrying out major capital projects with the Director and Department Supervisors.
2. Works with NHDES, NHDOT on project related activities and compliance with Federal and State regulations and procedures.
3. Works with the Director to prepare the annual budget for all of the divisions, analyzing costs of previous years and anticipating future manpower and equipment costs, focusing on DPW capital projects.
4. Oversees through subordinates technical aspects of work projects and as needed inspects work on-site.

5. Oversees all infrastructure maintenance, repair and Public Works construction including streets, sidewalks, sewers, bridges, buildings, traffic signals, traffic signage and special projects as requested.
6. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
7. Conducts studies and investigations of Department operations and citizen complaints.
8. Participates in the preparation of the Department's Capital Improvement Plan.
9. Performs special projects for the Public Works Director as requested.
10. Sets schedules and target dates for all infrastructure projects.
11. Reviews plans for site developments to the extent that they impact the Town's infrastructure and regulatory permits; provides technical assistance to Community Development Department and Planning Board.
12. Manages the Town's EPA Stormwater Phase II Permit and related required activities. Represents the Town on the Regional Stormwater Coalition.
13. Responds to emergencies such as weather related crisis or system malfunctions.
14. Prepares for and participates in public presentations for the Council, and Town Meeting, etc.
15. Supervises all GIS improvements and adjustments to the town wide system.
16. Represents the Department on and provides technical advice to the Highway Safety Committee and other committees as assigned.
17. Performs other related duties as assigned by the Director.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

A candidate for this position should have a strong knowledge of design, construction and maintenance related to municipal infrastructure, including buildings, roads, sidewalk, storm water systems, bridges, cemeteries, and athletic fields; and be familiar with operations of municipal wastewater collections and treatment systems. Thorough knowledge of the methods, tools, equipment, and materials used in construction, maintenance and repair of municipal infrastructure; knowledge of engineering principles as related to street and highway construction, knowledge of highway construction and maintenance equipment; ability to plan, schedule and coordinate large scale work programs; ability to read and interpret engineering plans and specifications; estimate and plan jobs, and prepare reports, maintain records; knowledge of town, state, federal street construction requirements; ability to plan, coordinate and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, the public and other departments.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's Degree from an accredited college or university with major study in Civil Engineering plus at least ten years of progressively responsible experience in public works engineering, street or highway construction and maintenance work, management or related fields, and including at least five years experience in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. N.H. Professional Engineer license required. A valid motor vehicle operator's license is required.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

Tasting and Smelling: Occasionally may need to detect odors that indicate presence of harmful gases, incorrect operation of equipment, etc.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 85 % Outside: 15 %

HAND MANIPULATION

Grasping: Frequently required.

Handling: Frequently required.

Torquing: Occasionally required.

Fingering: Frequently required.

CONTROLS AND EQUIPMENT: Computer, telephone, copy and FAX machine, calculator, automobile, audio/video equipment, camera.

LICENSURE/CERTIFICATION REQUIREMENTS:

See Job Description.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

See Job Description.

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required.
 LIFT 11 to 25 lbs.: Occasionally required.
 LIFT 26 to 50 lbs.: Rarely required.
 LIFT over 50 lbs.: Rarely required. Assistance may be available

CARRY up to 10 lbs.: Frequently required.
 CARRY 11 to 25 lbs.: Occasionally required.
 CARRY 26 to 50 lbs.: Rarely required.
 CARRY over 50 lbs.: Rarely required. Assistance may be available

REACH above shoulder height: Occasionally required.
 REACH at shoulder height: Frequently required.
 REACH below shoulder height: Frequently required.
 PUSH/PULL: Occasionally required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.
 Bending: Frequently required.
 Crawling: Rarely required.
 Squatting: Occasionally required.
 Kneeling: Rarely required.
 Crouching: Rarely required.
 Climbing: Occasionally required.
 Balancing: Not required.

WORK SURFACE(S)

Standard office desk and chair. Carpet and tile floors. Equipment cabs. Construction sites; concrete floors; wet, slippery, and rough terrain; asphalt surfaces. Occasional outdoor finished, rough or natural surfaces.