

TOWN OF WILTON

D.P.W. DIRECTOR JOB DESCRIPTION

DEPARTMENT: Public Works

GRADE: 14

CLASSIFICATION: Exempt - Salaried

Job Summary

Plans, directs, manages and oversees the activities, projects, personnel and operations of the Department of Public Works which includes Highway, Cemetery, Parks & Recreation, and Recycling Center divisions. Those duties include road/street maintenance and construction, infrastructure maintenance, building maintenance; recycling operations and maintenance; parks and recreation and cemetery operations and maintenance; to coordinate assigned activities with other town departments and outside agencies.

Supervision Received

This position reports to the Town Administrator and/or the Board of Selectmen.

Essential Duties

- The Director assumes full management responsibility for all DPW services and activities, including all personnel and contractors.
- Direct the development and implementation of DPW goals, objectives, policies, and priorities for each assigned service area.
- The Director exercises direct supervision over professional, management, technical, and maintenance staff within the Public Works Department.
- Responsible for the Department's adherence to all applicable safety laws, rules, regulations, practices and policies.
- Establishes and enforces department operating policies, rules and regulations in consultation with the Town Administrator and, within the town policy, appropriate service and staffing levels; allocates resources accordingly.
- Plan, direct, and coordinate, through subordinate level supervisory and managerial personnel, the DPW work plan; assign projects; review and evaluate work methods and procedures; meet with staff regularly to identify and resolve problems.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Serves as one of the Town's resources for technical engineering expertise.
- Prepare and administer annual budgets for DPW divisions regarding operating costs, equipment and materials purchasing, road and bridge construction and maintenance.
- Responsible for developing the 10 year road improvement plan and preparing annual updates, along with the DPW Capital Improvement Plan.
- Oversee the Recycling Center operations including generating revenue from fees and the sale of commodities.

- Serves as the Cemetery Custodian pursuant to the provisions of RSA 289:7 under the general direction of the Cemetery Trustees.
- Responsible for town-wide storm water management including design and maintenance of associated infrastructure.
- Assess and monitor the town's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Responsible for developing, maintaining standard operating and safety procedures for employees.
- Communicate with other town departments, contractors, developers, engineers, residents, commercial property managers, civic organizations, school groups, and utility company representatives, federal and state agencies to discuss current and future proposed work, work issues, permits and municipal operations.
- Maintain all required licenses, for example: CDL-B/CDL-A, and DES operator's license for the Recycling Center.
- Provide staff assistance to assigned boards. Prepare and present reports and other necessary correspondence.
- Serves as spokesperson for the DPW with other town departments, utility companies, contractors, vendors, and residents, and represents the DPW at meetings and hearings.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform other duties, as assigned.

Knowledge, Skills and Abilities Required

Must have knowledge of construction techniques involving streets and roads, and drainage systems. Management and financial skills to analyze policies and operational needs. Computer experience with MS Windows and MS Office. Knowledge of pertinent Federal, State, and local laws, codes and regulations. Fleet operation and maintenance experience pertinent to all DPW equipment. Plowing and snow removal experience required.

Minimum Qualifications Required

Bachelor's degree with major study in Civil Engineering and at least 15 years of progressively responsible experience in areas directly related to highway construction and maintenance, solid waste disposal and storm water management. At least 5 years of management and supervisory experience; or any combination of education and experience which provides the required knowledge, skills, and abilities required to perform the job. The ability to read and understand construction plans and blueprints is required. CDL-B driver's license (CDL-A preferred) and NH DES Solid Waste Operator license are required.