

# City of Claremont, New Hampshire

## Position Description

**Position Title:** Public Works Director

**Reports to:** City Manager

**Department:** Public Works

**FLSA Status:** Exempt

**Union/Merit:** Merit

**Grade Level-Points:** Grade 12 - 970

**Revised/Updated:** 04/10/05

### Job Summary

The Director of The Public Works Department is charged with implementing an effective and efficient plan to advance the mission of the department. The mission of the Claremont Public Works Department is to provide an infrastructure for water, waste disposal, transportation systems and related services to facilitate the achievement of common social and economic objectives of the citizens.

The purpose of the Directors work is to integrate and coordinate several diverse programs and activities in the Public Works Department all of which directly affects, on a long term and continuing basis, the health and safety of all city residents and property.

The Director oversees and provides general guidance for the planning and coordination of operations at the Department of Public Works. The Department has two operating divisions each with four work groups:

- The Highway Division which includes the highway, equipment maintenance, cemeteries and solid waste work groups
- The Utility Division which includes the water treatment and distribution system groups and the wastewater treatment and collection system groups.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Exercises general supervision directly, over all employees in the department, including administrative support personnel, and employees of the two divisions and four subdivisions.
3. Directs the operations of the department in order to insure the efficient and effective accomplishment of objectives.

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## **City of Claremont, New Hampshire Position Description**

4. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.
5. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.
6. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
7. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each department.
8. Prepares and presents agenda items on behalf of the department at City Council meetings.
9. Oversees the preparation of an annual budget for cost of operations, equipment purchases, and construction and maintenance projects for the highway and utility divisions including accomplishments, workload measurements, management goals; prepares work program for the Department. Determines and evaluates the cost of contracting out work versus developing and using in-house capability and purchasing equipment.
10. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to City Manager, elected officials, and others. Identifies and applies for grants that may be available from time to time to advance the mission of the Public Works Department. Administers successful grant applications.
11. Establishes internal operational policies and procedures to effectively address the specific needs of the city; consults with the City Manager on major policy issues. Continually evaluates departmental effectiveness and makes appropriate policy changes to improve the department's services to the city, effectiveness in department operations, and employee working conditions. Develops new department programs, goals, and priorities.
12. Administers and assures compliance with the collective bargaining agreement between the City and the Public Works Union and Clerical Union.
13. Plans and recommends both short and long-term construction and maintenance projects. Determines appropriate materials, equipment, and labor force required, using the most effective procedures to accomplish projects.

Page 2 of 8

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## **City of Claremont, New Hampshire Position Description**

14. Reviews construction and maintenance projects that are in progress by on-site inspections, reviews reports and cost accounting records, and has discussions with division heads. May inspect completed projects for effectiveness of results.
15. Directs department purchasing. Develops standards for the selection of professional consultants, contractors, materials, and equipment purchases. Is responsible for assuring compliance with contract documents and equipment specifications after an award is made by the City.
16. Serves as spokesman for the Public Works Department for the news media, other city departments, utility companies, building contractors, and city residents. Prepares news releases. Represents the department at hearings.
17. Coordinates public works activities with other departments
18. Performs other related duties as assigned.

### **Peripheral Duties**

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Bachelor's degree with major study in Civil Engineering plus fifteen (15) years of progressively responsible experience in areas directly related to highway construction and maintenance, municipal water and sewer systems, wastewater treatment plants and sanitary landfill with at least five (5) years of progressively responsible management and supervisory experience; *OR* any combination of education and experience which provides the required knowledge, skills and abilities required for the job.

#### *Necessary Knowledge, Skills and Abilities:*

Knowledge of:

- Paving and drainage materials, techniques and equipment

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## **City of Claremont, New Hampshire Position Description**

- The management and operation of municipal water service including both treatment and distribution systems.
- The management and operation of a municipal wastewater collection and treatment systems and the environmental laws, rules, and regulations pertaining to its operation
- Practical knowledge and experience related to the award and management of engineering and construction contracts.
- Practical knowledge and experience related to State and Federal laws and regulations concerning street and storm water management, water supply, waste water collection and treatment, and solid waste disposal.
- Considerable practical knowledge of engineering principles related to water, wastewater, highway and storm water management systems servicing a municipality in the New England region.
- Broad managerial and professional expertise to administer the diverse programs of a full service Public Works Department.
- Extensive knowledge of the methods, tools, equipment and materials used in construction, maintenance and repair of streets, sidewalks, curbs, drains, and related structures.
- Administrative policies and procedures related to the administration of the Department.
- Budgetary principles and practices.
- Word processors or computers.
- Techniques of effective time management.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

### Ability to:

- Read and interpret engineering reports, plans and specifications.
- Plan for and estimate capital improvement projects.
- Plan, schedule and coordinate a variety of work programs occurring concurrently
- Plan, organize, and evaluate the work activities of department personnel.
- Demonstrated ability to communicate both orally and in writing with the City Manager and the City Council, legislatures and regulators, engineers, contractors, members of the public and other departments and City boards
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Speak effectively before public groups and respond to questions.

Page 4 of 8

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## **City of Claremont, New Hampshire Position Description**

- Operate with multiple deadlines and competing demands.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Handle situations in which others may be angry or argumentative.
- Attend night meetings or hearings, when required.
- Read and interpret documents.
- Write reports, correspondence, and procedure manuals.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.

### **Skill in:**

- Supervising and directing the work of others.
- Making oral presentations before groups of people.
- Preparing and monitoring budgets.
- Planning and conducting special projects.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

### **Supervision Received**

Works under the broad policy guidance and direction of the City Manager.

### **Supervision Exercised**

The Director oversees the supervision of 34 full time employees and up to 8 part time employees and, as such, has managerial responsibility and personal accountability for accomplishing broadly defined programs, missions and functions working under the administrative and policy direction of the City Manager who evaluates work for overall effectiveness. The Director manages eight functional operations thru two subordinate division superintendents. In the Public Works Department concurrent work operations can be spread out through the entire City and can change abruptly due to weather conditions, emergencies and/or equipment breakdowns.

Page 5 of 8

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## **City of Claremont, New Hampshire Position Description**

The Director of Public Works is accountable for:

- The direction and success of programs accomplished through others
- Analyzing program objectives, determining the various work operations needed to achieve them
- Estimating financial and staff resources required and allocating the available funds and staff to the work programs
- Reporting periodically on the achievement and status of the program objective and recommending new goals

The Director formulates program goals and develops plans for achieving the short and long-range objectives. The Director determines organizational structure, prepares and defends budget and manpower requests and accounts for the effective use of funds and staff provided.

The Director delegates authority to subordinate supervisors for the development of operating guidelines and work operations holding them responsible for the performance of their unit's work. The Director provides overview and coordinates program efforts across all of the working units in the department and reviews work in terms of accomplishment of program objectives and progress reports.

The Director approves standards establishing quality and quantity of work and; oversees the personnel function, including recommending hiring, training, and disciplining of employees.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment. The Director is the representative of the City on matters relating to the operation of the Department of Public Works. The Director frequently meets with other departments, City boards, contractors and the general public. These contacts involve justifying the department's actions, persuading and negotiating for compliance and representing the City at state or regional meetings concerning public works matters. The Director must maintain comfortable working relationships with high ranking executives and legislatures from the state and federal agencies who have policy and/or program responsibilities that impact public works in Claremont. The Director must be able to effectively justify, defend, negotiate or settle matters involving significant or controversial issues.

### **Licensing & Certification**

#### **WHAT IS REQUIRED????**

Must maintain a valid motor vehicle operator's license.

Must maintain any required approvals and designations as required.

### **Tools & Equipment Used**

**Personal computer including Microsoft Office software, accounting software, tape transcriber, telephone, typewriter, calculator, copy machine, and fax machine etc**

Page 6 of 8

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## City of Claremont, New Hampshire Position Description

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, copy machine, fax machine, other general office equipment, etc.

**Typical Work Environment:** Inside: 80% Outside: 20%

**Summary of Occupational Exposures:** Working conditions involve some risks, discomforts or unpleasantness such as: occasional exposure to inclement weather; working around machinery and its moving parts; occasional chance of injury or attack; occasional work at heights; or environmental stress such as prolonged emergency situations. Work requires some agility and physical strength to move around construction sites or over rough terrain, to stand for extended periods of time; to lift occasionally moderately heavy items; to do some stretching to return or retrieve materials. The Director, on occasion, will be required to work for extended periods of time.

The incumbent's working conditions are typically quiet to moderately loud.

### Physical Activity Requirements

#### Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required
<hr/>	
<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

#### Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.

## City of Claremont, New Hampshire Position Description

<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

### **During an 8-hour Day, Employee is Typically Required To:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### **Cognitive and Sensory Requirements:**

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

The duties listed above 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The 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.