

City of Claremont, New Hampshire

Position Description

Position Title: Assistant Director of Public Works

Union/Merit: Merit

Reports to: Director of Public Works

Grade Level-Points:

Department: Public Works

Revised/Updated: 04/21/06

FLSA Status: Exempt

Job Summary

The Assistant Director of Public Works is a senior manager in the Department of Public Works. The Assistant Director is directly or indirectly accountable through subordinate supervisors for all highway, water, sewer, solid waste, and cemetery personnel. The Assistant Director is responsible for planning, directing, and overseeing all of the divisions of the Public Works operations. The highway division's primary responsibilities are the maintenance and improvements of streets, conducting construction inspections of independent contractors as designated by the Director of Public Works, maintenance and improvements of the sidewalks and drainage facilities in the City. The highway division is also responsible for the operations of the solid waste, transfer station, and the cemeteries within the City and the maintenance of City vehicles. The Assistant Director's primary responsibilities for the water and sewer divisions are the maintenance and improvements to the water distribution system and collection systems in the City. This position carries out supervisory responsibilities in accordance with City of Claremont policies and applicable laws. The Public Works Department must interact effectively within its division's and communicate effectively with other City departments. This responsibility must be managed in an efficient and cost effective way sensitive to the needs and wishes of the citizens of Claremont.

In addition, the Assistant Director is responsible for the broad range of assignments regarding the water distribution and collection systems employing many different concepts, theories, principles, techniques and practices relating to a professional, administrative or highly technical field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning projects; devising new techniques for application to the work; recommending policies; standards; or criteria; and solving typical occupational problems. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines. Other responsibilities include assisting the Public Works Director with interviewing, making hiring recommendations, and training employees: planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

The Assistant Director works under the general supervision of the Director of Public Works. Consultation with supervisors occurs on a daily basis regarding any activities that requires Director's attentions. Carries out daily activities independently, requiring considerable initiative and judgment.

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)

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.

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1. Planning, directing, organizing and scheduling activities in both the Highway Division and the Utility Division. The Assistant Director plans, schedules and coordinates work operations to meet schedules, deadlines and priorities as well as revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in organization work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.
2. The Assistant Director is responsible for conducting construction inspections of contractors as designated by the Director of Public Works. The construction inspections are to ensure that contractual agreements of the contractor are being adhered to pertaining to materials purchased, installation procedures, specifications, and timeliness of schedules, rejecting the work when necessary. The Assistant Director is responsible for implementing and overseeing corrective actions when it is deemed necessary to correct the work of the contractor.
3. Receives calls and meets with City residents who may have questions and/or problems related to the work, responsibilities and operation of the Public Works Department. The Assistant Director will be responsible to follow up and provide information requested or to prepare a work order to properly address the citizen issue. The Assistant Director will then be sure that a record or memorandum is prepared to track related issues.
4. Meets with the Public Works Director on a regular basis to update the Director on the scheduling and progress of the work projects. The Assistant Director will review staffing; equipment and material requirements to execute the work plan with the Director.
5. Directs and assists the foremen in development and prioritization of their work plans and the review of the technical aspects of the maintenance and construction activities required to carry out the mission of the Public Works Department.
6. Assigns and directs the allocation of staff, equipment and materials to the foremen to execute the work plan.
7. Prepares specifications for the procurement of contract labor and materials for the Highway and Utility Divisions and prepares specifications for the procurement of trucks and major equipment for the Public Work's Department.
8. Assigns work based upon varying capabilities of employees: assures that completed work meets the required standard of quality, timeliness and cost; takes corrective actions as necessary, including

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rejecting the work; informally recommends promotions, reassignments, pay increases or other personnel actions.

9. Inspects all work being performed by work force and by contractors while in progress and upon completion, to make certain that work is carried out in a satisfactory manner.
10. Oversees attendance and leave, typically including approval and ordinary sick and vacation schedules.
11. Accepts and reviews permit applications for work on or related to the City's streets and utility infrastructure, prepares permits with standard and special conditions for issue by the Director. The Assistant Director is responsible to enforce permitting and compliance with permit conditions.
12. Assists in the evaluation of the water and sewer billing rates and recommends changes to the billing rates to the Public Works Director as necessary, to keep the utilities operating as a self supporting non-profit enterprise.
13. Advises employees of performance requirements and prepares formal evaluations of performance.
14. Oversees office administrative work, such as purchasing, record keeping, processing of payrolls and invoices for payment and periodic reports as necessary for the efficient operation of the Highway and Utilities Division.
15. Assist the Director of Public Works in the preparation of the annual budget for submission to the City Manager, for City Council approval.
16. Prepares cost estimates for a wide variety of construction and maintenance projects for both the Highway and Utilities Division.
17. Gives advice and instruction on both administrative and work matters.
18. Inform subordinates of organizational policies, goals and procedures.
19. Resolves employee complaints and effects minor disciplinary actions, such as oral warnings and reprimands.
20. Is responsible for technical soundness of subordinates' work.

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21. 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 other duties assigned by the Director.

Desired Minimum Qualifications

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in a field such as engineering or construction/business management, plus not less than ten (10) years experience in highway construction, maintenance, water distribution and sewer collection system, three (3) years of which should have been in a significant supervisory position; OR any equivalent combination of experience which demonstrates possession of the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities, and Licenses:

Knowledge of:

- Considerable knowledge of the principles and practices of highway maintenance, construction, utility infrastructure, water distribution and collection systems.
- Considerable knowledge of the equipment, tools and materials to be used in highway maintenance, municipal water distribution and collection systems, and construction.
- The management and operations of municipal water distribution and collection systems.
- Practical knowledge and experience related to State and Federal laws, regulations, concerning street and storm water management, water supply, waste water collection and solid waste disposal.
- The management and operation of municipal water distribution and collection systems and the environmental laws, rules and regulation pertaining to its operation.
- Considerable knowledge of the principles and practices of water and waste water treatment, distribution and collection systems and the maintenance and construction of these systems.
- Considerable knowledge of the equipment tools and materials to be used in the water distribution and collection systems, and in the highway division pertaining to streets and road, and cemeteries.
- Thorough knowledge of paving techniques and the installation of drainage facilities.
- Proficiency in the use of computers.
- Techniques of effective time management.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

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Ability to:

- Plan, schedule and carry out work programs.
- Read and interpret engineering plans, documents and technical specifications.
- Estimate costs associated with maintenance and construction projects with respects to maintenance and construction.
- 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.
- 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.
- Write reports, correspondence, and procedure manuals.
- Demonstrated ability to communicate both orally and in writing.
- 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 small tools and equipment.

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Supervision Received

The Assistant Director reports directly to the Director of Public Works and receives general direction and guidance. The Director becomes involved where matters of policy, coordination, long range planning, and expenditure of funds, legal authority and related items are involved; and even in such matters, the Assistant Director's participation is critical in making recommendations or developing plans in conference with the Director. The Assistant Director has shared responsibility for planning, organizing and carrying out all phases of projects, program studies or other work, including deciding the methods required to produce expected results. The Assistant Director is considered an expert in the work and is expected to handle unusual situations and make proper interpretations without advice or instruction other than that available through statements of policy or mission, broad objectives or laws, and generally accepted principles and practices. The Assistant Director is also expected to resolve all conflicts, which arise and coordinate with others, as necessary. Results of the work are considered technically authoritative and normally accepted without change. If the work of the Assistant Director is reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on overall program, and consistency with City or department policy.

Supervision Exercised

The Assistant Director oversees the supervision of approximately 30 full time employees and several part time/seasonal employees. The Assistant Director, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work operations in the prescribed manner. In the Department of Public Works, work operations are spread out through the entire City and can change abruptly due to weather conditions, emergencies and/or equipment breakdowns.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The Assistant Director must work with individuals, community groups and other experts who have conflicting opinions or objectives, diverse points of view or similar differences. Skillful negotiating, convincing, and achieving compromise is required to secure support, concurrence, acceptance, or compliance. In addition to personal contacts with employees of the department, the Assistant Director meets on a daily basis with citizens of Claremont many times to justify, defend or settle controversial matters. Frequent meetings are held with the Public Works Director and the City Manager. Occasionally, the Assistant Director will be invited to address the City Council on matters related to the operation of the Division or to explain special projects.

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Licensing & Certification

New Hampshire Professional Engineering License
Grade/Type 2 certification for water distribution.
Must maintain a valid motor vehicle operator's license.
Must maintain any required approvals and designations as required.

Must obtain certificates listed above within one year of employment and must maintain any required approvals and designations as required. Certification time frame can be extended at the discretion of the Director of Public Works with the written approval of the City Manager.

Tools & Equipment Used

Personal computer including Microsoft Office software, telephone, calculator, copy machine, and fax machine etc. Occasionally the Assistant Director may have to operate department equipment.

Typical Work Surface(s): The Assistant Director's position requires of the office area Standard office desk and chair, table, 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: 30% Outside: 70%

Summary of Occupational Exposures: The Assistant Director's work is mostly performed outdoors regardless of the weather and there is a recurring chance of physical injury. The work involves high risks with exposure to potentially hazardous or dangerous conditions which cannot be controlled and where the possibility of physical injury is a daily or constant factor in the work. At all times, the Assistant Director shall wear the appropriate attire in accordance to the weather elements and working conditions.

The Assistant Director's work requires moderate physical strength, to regularly lift moderately heavy items (e.g. thirty pound boxes), to stand for long periods of time, to walk over rough terrain for long periods, to push and shove heavy objects; or to periodically exert strenuous effort. The work could also involve assignment requiring heavy strenuous effort such as occasionally lifting fifty pounds and/or heavy manual labor work on a continuous basis, but these are not required on a daily or constant basis.

The incumbent's working conditions are typically very active and moderately loud.

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Physical Activity Requirements

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

LIFT 26 to 50 lbs.: Occasionally required

LIFT over 50 lbs.: Rarely required

CARRY up to 10 lbs.: Occasionally required

CARRY 11 to 25 lbs.: Occasionally required

CARRY 26 to 50 lbs.: Occasionally required

CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required

REACH at shoulder height: Occasionally required

REACH below shoulder height: Occasionally required

PUSH/PULL: Occasionally required

Other Physical Considerations

Twisting: Occasionally required

Bending: Occasionally required

Crawling: Occasionally required

Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required

Climbing: Occasionally required

Balancing: Rarely required

Grasping: Frequently required

Handling: Frequently required

Torquing: Occasionally required

Fingering: Frequently 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:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and information.

Sight: Necessary for performing job effectively and correctly.

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Tasting & Smelling: Necessary for the performance of the functions of this position.

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