



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**
PO Box 550, Gilmanton, NH 03237

TOWN OF GILMANTON

JOB TITLE: DPW Director

REPORTS TO: Town Administrator

DEPARTMENT: Road Agent – Appointed

STATUS: Full-Time, Exempt

LABOR GRADE: 20

JOB SUMMARY: Supervises, coordinates, and participates in the activities of the work crew engaged in a variety of Highway Department projects involving the maintenance and repair of the Town roadway system. Operates all Department equipment and performs heavy skilled labor as necessary. Performs administrative and professional work in managing the Highway Department, including direct oversight of administration, all roadways, culverts, drains, bridges and equipment maintenance. The position fills the statutory role of Highway Agent according to New Hampshire RSA 231:62.

MAJOR DUTIES:

(The listed examples are illustrative only and may not include all duties found in this position.)

- Plans and supervises projects; assigns work and equipment according to project and equipment needed. Modifies methods, procedures, and priorities to meet changing conditions, and determines materials and equipment needed to complete job. Handles emergency situations as they arise, requiring being on call 24 hours a day, if needed, identifying and anticipating potential emergency situations, making weather-related decisions about clearing roads, and calling in employees to work.
- Interprets work orders, specifications, or other instructions. Continuously inspects work in progress for conformance to plans and instructions; assures employee safety and practices are used at all times.
- Oversees, participates in, and coordinates activities, such as grading, repairing, and rebuilding roads; plowing snow and salting and sanding roads; laying pipe; maintaining culverts and bridges; and oversees preventive maintenance and minor repairs on Highway Department equipment and vehicles in the most cost-effective manner.
- Operates light and heavy construction equipment and machinery; operates manual and small power tools in the performance of duties.
- Receives and investigates complaints from residents and responds as warranted. Works harmoniously with the public and local officials.

- Manages all Highway Department employees and assists in assigning work and reviewing work in progress and upon completion; responsible for training and evaluating the performance of employees and resolving disputes between employees within the Department and between employees and the public.
- Attends Board of Selectmen and Planning Board meetings as necessary; advises Board of Selectmen of unusual problems or delays. Makes recommendations to the Board regarding capital purchase decisions for the Department.
- Works with the Highway Foreman and others to develop and administer Departmental budgets, reviews Department bills and payroll.
- Determines specifications for new or replacement equipment. Develops short and long-term plans for the Highway Department. Orders materials; arranges for equipment repair. Works with the Town Administrator and others to write bid specifications for new equipment and paving projects; solicits and accepts project bids. Develops and implements departmental policies and procedures.
- Selects, consults, and oversees private contractors and engineers hired to assist in completion of Department projects.
- Issues driveway and other required permits.
- Inspects and regulates Towns dams, fuel tanks, sand pit and gravel pit.
- Performs other related duties as required.
- Participates as a member of the Emergency Management Response Team in providing assistance as outlined in the Emergency Management Plan.
- Serves as a member of the Town of Gilmanton Joint Loss Committee

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Thorough knowledge of the methods, materials, tools, and equipment used on highway maintenance and construction projects.
- Thorough knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation.

- Knowledge of State laws and regulations pertaining to Commercial Motor Vehicle operations and the spillage law.
- Some knowledge of the principles and practices of civil engineering as applied to municipal highway construction projects. i.e., NHDES Certified Culvert Maintenance, Salt Applicator Certification
- Some knowledge of secretarial practices.
- Skill in the operation and maintenance of construction equipment and tools used for highway maintenance work.
- Skill in the use of computers and computer programs such as Word, Excel spreadsheets.
- 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 and have the ability to be on call 24 hours a day.
- 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.

SUPERVISORY CONTROLS: 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.

Works under the general supervision of the Town Administrator and the Board of Selectmen who provide policy guidance. Work is evaluated through inspection of projects by the Town Administrator and Board of Selectmen who also evaluate work in terms of overall effectiveness and economy of operations. Exercises considerable judgment in determining work assignment priorities, use of equipment and manpower utilization. Consults with Board of Selectmen and Town Administrator on legal and financial issues and to obtain needed information.

GUIDELINES: Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

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 treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's workplace; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants). The Road Agent works in a collaborative relationship with all other Town Department Heads.

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.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.
- Required to use hands to finger, handle, and feel objects, tools, or controls and signaling; required to reach with hands and arms.
- May be required to exert strenuous physical effort such as lifting and carrying heavy equipment and materials (often up to and over 75 pounds).
- Required to regularly work outdoors under hazardous road conditions, in varying and extreme weather conditions.
- Employee may be exposed to fumes and gases; paints and chemical solvents; fuels, lubricants, and other fluids; and dirt, dust, grease, and other disagreeable materials.
- Work requires traversing rough terrain and climbing in and out of culverts, ditches, and heavy machinery, standing and walking on rough, wet, slippery surfaces, including dirt, grass, asphalt, and concrete.
- Exposure to continuous noises and minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.
- Seasonal, irregular and extra hours may be required.

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.

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.

Provides direct supervision to a staff of full-time, part-time, and seasonal employees. Assigns work, provides instruction, and reviews work in progress and upon completion for conformance with instructions, timelines, and technical adequacy. Recommend candidates for hire to the Board of Selectmen. Responsible for training and evaluating the performance of Department employees and resolving disputes between employees within the Department and between employees and the public.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; degree in engineering preferred OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Ability to pass town/DOT physical, and drug and alcohol testing.
- Seven years progressively responsible experience in road construction and maintenance work, including use of light and heavy equipment, ditching and water diversion, and snow removal and management.
- A minimum of five years supervisory experience with training.
- Possession of a valid CDL-A or B with airbrake endorsement and tank endorsement.
- Possession of a valid DOT Medical Card.
- Required to be on call.
- Ability to work outdoors under extreme weather conditions.
- Ability to attain Master Road Scholar Certification within 6 months, if not already attained.
- Ability to successfully complete the New Hampshire Bureau of Education and Training Supervisory Academy within 2 years if not already attained.

SUMMARY OF OCCUPATIONAL EXPOSURES
May be exposed to toxic fumes, chemicals and substances, fuels and fluids.
Bloodborne Pathogens.
Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: Category II (Activity performed without blood exposure may occur in an emergency) Category III (Task/activity does not entail predictable or unpredictable exposure to blood)
This position typically does not involve Category I exposure risk, however, if employee is trained

in first aid, some emergency procedures may entail Category I exposure risks.

I have reviewed the content of the above job description with my supervisors.

Employee's Name and Signature

Date Reviewed

We have discussed the responsibilities outlined by this job description with the above Employee.

Approved by the Board of Selectmen

Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins