

Public Works Manager

The Town of Rollinsford is a small town nestled between Dover NH, South Berwick ME, and Somersworth NH. The population has remained relatively consistent at approximately 2,500 people, for more than three decades. Many of the roads accessing Rollinsford are state roads, leaving Rollinsford with a mere 16 miles of road to maintain. The Town Services consist of full time Police and Highway Departments, part time Transfer Station, on-call Fire Department and a mixture of full time and part time Administrative Services.

Job Summary

In the capacity of Road Agent, the Public Works Manager is responsible for the maintenance and repair of Rollinsford town owned roads and sidewalks. The Public Works Manager is also responsible for managing Transfer Station operations.

Level of Supervision

Works under the supervision of the Select Board

Essential Duties

1. Manages all Highway Department and Transfer Station employees, currently staffed with 3 part-time Transfer Station Attendees and 1 part-time Laborer.
2. Responsible for the maintenance of the Highway Department and Transfer Station equipment. When repair or maintenance of equipment is not feasible internally, collaborate with third party vendors for repair and maintenance of equipment.
3. Develops and maintains winter snow plow routes and hires and assigns personnel for plowing. The Public Works Manager also contributes to plowing efforts and is assigned a plow route.
4. The Public Works Manager manages the Highway Department and Transfer Station related Stormwater activities. Upon request from the Town Administrator, the Public Works Manager is responsible for creating documentation required for the MS4 permit and providing both written and electronic reports in a timely fashion.
5. Public Works Manager is responsible for Transfer Station staffing, activities and reporting required to operate the Transfer Station.
6. The Public Works Manager is responsible for scheduling disposal materials and recycling at the Transfer Station including cost analysis to ensure optimal pricing for disposal is obtained.
7. The Public Works Manager is responsible for ensuring necessary licensing is maintained for Transfer Station and DH employees (CDL, equipment operation, etc.).
8. The Public Works Manager is responsible for maintaining the Highway Department and Transfer Station buildings. When repair or maintenance of equipment is not feasible internally, collaborate with third party vendors for repair and maintenance of the buildings.
9. The Public Works Manager is responsible for creating the Highway Department and Transfer Station yearly operating budgets and managing spending within the approved budget.

10. The Public Works Manager is responsible for storm drain maintenance, cleaning and reporting for MS4 permit compliance.
11. The Public Works Manager is responsible for creating and delivering quarterly reports to the Select Board.
12. The Public Works Manager attends Select Board and other meetings as deemed necessary.
13. The Public Works Manager serves as Ex-Officio of the Traffic Safety Committee.
14. The Public Works Manager is responsible for ensuring the Town Hall building is maintained or repaired as necessary. Collaborate with third parties to schedule repairs or maintenance as necessary. This may include making simple repairs or securing pricing and/or bids for repairs if it is outside the scope of the Public Works Manager.

Required Knowledge and Skills

The Public Works Manager shall possess the following skills/experience:

1. Proven work experience related to operations and staff management.
2. Experience maintaining equipment and equipment purchasing.
3. The ability to create all documents necessary for reporting and budgeting using MS Office, Google Suites (Word/Excel or Google tools) and email tools.
4. Ability to adhere to health and safety regulations and enforce the Town's personnel policy.
5. The ability to work cross functionally with other departments (i.e., Police, Fire, Building Inspector/Code Enforcement, etc.).
6. The ability to communicate effectively and professionally with the public, both verbally and through electronic and digital communications.
7. The ability to operate Highway Department and Transfer Station equipment such as backhoe, skid-steer, etc.

Required Minimum Qualifications

- High School Diploma or greater
- Must possess a valid CDL License
- Communicate clearly in English both written and verbal
- Road maintenance knowledge is a plus
- Must meet necessary physical requirements to contribute to the work and projects of the Highway Department and Transfer Station. Able to lift 50-75 lbs. and stand for an 8-hour shift.
- As necessary, the Public Works Manager is required to be available or provide a delegate for emergency calls, 24 x 7 x 365.

Benefits

- Health Insurance
- Eligible to participate in the NH Retirement System
- Paid Time Off
- Short-Term and Long-Term Disability
- Life Insurance