

JOB TITLE: DEPUTY DIRECTOR OF MUNICIPAL SERVICES - ENGINEERING

DEPARTMENT: MUNICIPAL SERVICES – ENGINEERING

AFFILIATION: SPAA FLSA STATUS: EXEMPT

SUMMARY: Responsible to lead and direct the Town’s Engineering Division under supervision of the Municipal Services Director. Responsibilities include, as a minimum, supervision of the Engineering Division, its functions, staff and budgets, and responsible for planning, programming, review, monitoring, management and construction of private and public projects as applicable.

ACCOUNTABILITY: Reports directly to and is accountable to the Municipal Services Director.

DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive.)

Manages the Engineering Division of the Municipal Services Department including direct supervision of division employees. Performs annual reviews and performance management of department personnel in consultation with Municipal Services Director including any disciplinary action.

Develops engineering work schedules and reporting procedures; prepares and manages the Engineering Division budget and participates in the preparation of the capital improvements program. Develops and maintains all plans and records for municipal Public Works improvements including buildings, roads, sidewalks, drainage, water and sewer under the direction of the Municipal Services Director.

Manages all aspects of planning, design, development and implementation of capital improvement projects for Municipal Services per the Municipal Services Director. Annually generates Municipal Services proposals including direct assistance with planning and guiding Public Works and Utilities with engineering, technical development, and contract oversight.

Directs the selection of consultants through qualification process. Schedules and coordinates all consultant activities associated with capital projects. Coordinates with consultants, contractors, Town officials and staff on capital projects as directed by the Municipal Services Director.

Serves as the principal manager of the Town’s Roadway Capital Improvement Program (“CIP”), to include maintenance of the road rating system; planning and management of the road surfacing program; planning, engineering design coordination and evaluation, and construction of arterial roads. In conjunction with the Roadway CIP, responsibilities also include any and all appurtenances encountered such as drainage systems, water, and sewer systems.

Manages the Municipal Services website per direction of the Municipal Services Director including immediate postings to news and/or announcements front page.

Manages municipally managed bridge inventory. Monitors NHDOT inspection reports, plans for maintenance and capital improvements as appropriate.

Coordinates and provides engineering support to other Town departments, in particular plan review and construction inspection for the Planning Board, Zoning Board, and Conservation Commission.

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Per the Municipal Services Director and in conjunction with the Finance Department, accounts for assigned project budgets through contract management including reviewing and signing off on payment applications. Develops and manages project expenditures using tracking spreadsheets.

Serves as liaison to the New Hampshire DOT & DES for all road and utility construction projects and programs.

Assists in the development of grant applications and the project management of grant awards.

Ensures compliance with all applicable Federal, State and local laws, codes and ordinances. Assists in the development of, or originates, applicable local ordinances, policies, rules, and programs.

Coordinates Town efforts relative to compliance with EPA MS4 stormwater requirements.

Coordinates annual inspection and reporting associated with Underground Storage Tanks operated by the Town.

Prepares and maintains engineered plans, records, and reports for all new development and assigned capital projects including working with the GIS Coordinator to enter all relative information into the asset management system.

Conducts project related workshops and presentations for the Town's staff, boards and commissions, and the general public.

Advises the Municipal Services Director, municipal staff and municipal boards/commissions relative to a wide range of engineering matters. Represents the Town in dealing with other governmental jurisdictions, private firms and the general public on engineering matters as requested.

Receives questions and complaints from the public and formulates appropriate responses.

Performs other related work as required.

SPECIFIC REQUIREMENTS FOR THE POSITION:

Graduate of an accredited college with a Bachelor of Science degree in Civil Engineering.

Licensed Professional Engineer in the State of NH.

Minimum of 7-10 years' experience as a hands-on manager of construction projects, preferably in a municipal environment.

Possess strong verbal, presentation, negotiation, and writing skills.

Ability to convey technical concepts to people who do not have an engineering or technical background.

Competency in information systems and software programs that enhance presentation and provide accurate records of assigned projects (MS Excel, Word, Access, PowerPoint MS Project, Windows NT environment).

Demonstrated understanding of municipal construction management and an ability to direct, lead, and

control all related Capital Improvement Project activities.

Ability to present and manage multiple projects simultaneously to completion.

Must possess a valid driver's license.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Demonstrated experience with the management of engineering and construction personnel toward accomplishing objectives in a team environment.

Extensive knowledge of principles, practices and administration of vertical and horizontal infrastructure design and construction projects, to include public buildings, roads, water supplies and systems, sewer systems, drainage systems, parks and cemeteries.

Strong ability to independently and professionally, establish, take responsibility for, and track project schedules and budgets to provide a framework for project management, financial planning, and administrative decisions.

Direct experience with local government budget and capital planning processes, including the preparation and management of construction budgets and project files. Understanding of typical construction and project management files, forms, protocols, including fiscal and contract management.

Must have good communication skills and demonstrate the ability to independently solve problems in the field for assigned projects.

Prior experience in the development of Requests for Proposals, Requests for Qualifications, negotiating construction projects and negotiating change orders and changes in scope.

Demonstrated experience in the development of reporting systems that include Proposed Costs as compared to Actual Costs in conjunction with the development schedule.

An understanding of, or experience in, processes leading to departmental enhancements utilizing management improvement tools such as Quality Assurance and Quality Control (QA/QC) measures implemented during construction phase services.

Knowledge of AutoCAD and/or GIS.

Must be a positive team player who consistently exhibits a professional and courteous manner.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Constantly Required
LIFT 11 to 25 lbs:	Constantly Required
LIFT 26 to 50 lbs:	Regularly Required
LIFT over 50 lbs:	Occasionally Required

CARRY up to 10 lbs:	Constantly Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Occasionally Required
CARRY over 50 lbs:	Occasionally Required

REACH above shoulder height:	Regularly Required
REACH at shoulder height:	Regularly Required
REACH below shoulder height:	Constantly Required

PUSH/PULL:	Regularly Required
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HAND MANIPULATION

Grasping:	Constantly Required
Handling:	Constantly Required
Torquing:	Constantly Required
Fingering:	Constantly Required
Controls and Equipment:	Regularly Required

Environment:	Inside	<u>40%</u>	Outside	<u>60%</u>
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OTHER PHYSICAL CONSIDERATIONS

Twisting:	Regularly Required
Bending:	Regularly Required
Crawling	Occasionally Required
Squatting	Regularly Required
Kneeling:	Regularly Required
Crouching:	Occasionally Required
Climbing:	Occasionally Required
Balancing:	Regularly Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

DURING AN 8 HOUR DAY, EMPLOYEE IS 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

(Percentage spent daily)