

PW Operations Manager - Highway and Solid Waste Divisions

JOB SUMMARY:

Under direction of the Public Works Director, is responsible for directing the operations and crew of the Public Works Highway and solid Waste divisions in their daily operations and maintenance activities for all town roads, parking lots, drainage and infrastructure systems, traffic and town signs under the Public Works Department jurisdiction. Responsible for supervision of and overseeing town road and construction projects such as line striping, chip sealing, paving, culvert installation, winter snow and ice operations, ditching, drainage, street sweeping, emergency repairs and callouts and any other maintenance or repair operations as required or as instructed by the Public Works Director. Will oversee the daily operations of the Solid Waste Facility, making sure the staff is working safely and effectively, following the NH DES Solid Waste Rules and the Town of Meredith Solid Waste Rules and Regulations, ensuring proper disposal and transfer of trash and recyclables.

SUPERVISION RECEIVED:

Work is performed with considerable independence under the general administrative direction and supervision of the Public Works Director and is reviewed through conferences, meetings, reports and program results.

SUPERVISION EXERCISED:

Provides direct supervision to the Solid Waste and Highway personnel. Responsible for assisting the Public Works Director in hiring recommendations, employee evaluations, discipline and training. Assigns work to Solid Waste and Highway crews and oversees their work. Addresses complaints and resolves problems.

EXAMPLES OF ESSENTIAL DUTIES:

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

1. Plans, organizes, directs and evaluates the daily operations of Highway and Solid Waste personnel. Delegates tasks to employees based on their experiences and abilities. Provides direct, on site supervision of employees with hands-on intervention as necessary. Prioritizes daily work with the Public Works Director.
2. Works closely with the Director of Public Works to requisition and maintain all necessary materials for Solid Waste and Highway operations and for all town roads and infrastructure projects.
3. Plans, schedules and coordinates the completion of major projects including those associated with the Town Solid Waste, Highway. Maintains a good working relationship with other Town Department supervisors, providing support and assisting with problem solving as necessary.

4. Assists Director of Public Works with information for bid specifications for the purchase of equipment, supplies and services; assists PW Director to evaluate bids received and recommends awards to bidders.
5. Works closely with the Director in regard to the development of new projects including road renovations, infrastructure and town facilities; serves as project manager; interfaces with vendors, contractors, fire, code enforcement and public.
6. Oversees the work of independent contractors hired to complete the work for the town as well as assists contractors with required needs.
7. Responds to citizens' inquiries, questions and complaints; initiates corrective action to resolve problems and informs the Director of corrective actions taken.
8. Works with Administrative Assistant to order supplies and materials needed, such as winter sand and salt, gravel, etc.; to obtain purchase orders; to keep within budget constraints and to be in compliance with town, state and federal regulations.
9. Provides Director with input and recommendations for the operating budgets for Highway and Solid Waste divisions.
10. Works with and assists the Buildings & Grounds and Cemetery Operations Manager with maintenance needs, and/or special projects as needed or requested.
11. Works with other town departments with maintenance needs, snow and ice control, plowing and sanding, special projects or as needed or requested.
12. Performs a variety of skilled maintenance and repair work. Responsible for overseeing crews doing daily checks on equipment and performs routine diagnostics.
13. Oversees training of staff on equipment, materials and proper work and safety techniques. Assists in training employees in minor mechanical operations. This includes understanding the operation of equipment and maintaining training standards.
14. Assists Director with recruiting, interviewing and selection of Highway and Solid Waste personnel; recommends employee disciplinary actions and dismissals to the Director.
15. Responsible for issuing of Driveway Permits. Meets with residents, contractors and landscapers as needed to describe and define expectations for the work to be done.
16. Other Duties and Responsibilities:
 - Provides Emergency services when required and responds to after-hours weather and other emergencies on an on-call basis
 - Coordinates and assists BG & Cemetery Operations Manager, Water and Sewer, Parks and Recreation and other Town Departments for projects, events and functions within town facilities and on town grounds as needed.
 - Coordinates and performs maintenance of all town roads including sweeping, striping, paving, ditching, and during storms and when necessary, plowing, shoveling, sanding and salting.
 - Oversees winter operations, calibrating sand spreaders and plowing, assisting with snow removal and plowing when necessary.
 - Confers frequently with the Public Works Director and BG & Cemetery Operations Manager to determine plans and policies to be observed in associated operations. Promotes and maintains positive community relations
 - When directed, serves in the absence of the Public Works Director,
17. Performs other duties related to this position as required or necessary or as assigned by the Public Works Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Duties require knowledge of public works construction and solid waste disposal and maintenance methods. Thorough knowledge of the hazards and safety precautions associated with the work supervised. Thorough knowledge of the tools, vehicles and equipment used in the maintenance and construction trades. Ability to operate equipment used in the maintenance and repair projects. Ability to interpret plans and specifications associated with the work.

Should have a thorough knowledge of current literature, sources of information, trends and developments in municipal public works, be familiar with Town ordinances and policies; have a working knowledge of blueprint profile and cross section interpretation.

Ability to organize and assist in the management of a municipal department; ability to plan for municipal needs and to supervise, delegate and distribute personnel and review, coordinate and direct their work. Must be able to develop and maintain effective working relationships with Town officials, town employees, Town residents and other officials of governmental jurisdictions, professional employees, consultants, contractors, vendors and the public.

Should have the knowledge and ability to complete tasks requiring computer use, familiarity with the operation and use of a personal computer, including familiarity with email, word processing and spreadsheets.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of (or able to acquire knowledge of) solid waste operations and applicable State and Federal regulations. Should have or be able to acquire a NH Solid Waste Operator License. Must possess a valid State of NH CDL-B license. A CDL-A license is preferred. Experience in operating dump trucks, snow plows, sanders, and other heavy equipment. Plowing and snow removal experience. A high school diploma along with at least seven year's experience in municipal public works or a related field, as well as four to seven years of supervisory experience, or equivalent combination of education and experience.

Knowledge of statutes, bylaws, regulations, codes, policies and procedures relevant to the departments. Ability to plan, organize, direct, coordinate and evaluate work of employees. Ability to monitor subordinates and instruct employees in the proper use of equipment and the performance of work assigned. Ability to understand follow oral and written instructions. Ability to effectively communicate both verbally and in writing. Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment. Knowledge of modern office practices, procedures, equipment and the use of computers. Financial management skills. Ability to manage multiple tasks.

The ability to complete tasks requiring computer use, familiarity with the operation and use of a personal computer, including familiarity with email, word processing and spreadsheets.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

(Note: 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; required to reach with hands and arms.

Frequent periods of supervising or inspecting in non-office environments during and after normal working hours.

Frequent and extended hours of outside work, subject to all weather conditions and extremes, exposure to solvents, fuels, fluids, lubricants, chemicals and poisonous plants and insects.

Regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects of no more than 50 lbs., utilizing the proper body mechanics and techniques.

Operates equipment that causes loud noise levels and high vibrations.

Uses computer keyboard and tools requiring eye-hand coordination and finger dexterity.

Exercises safety and caution when operating all equipment and vehicles.

The above statements are intended to describe the general nature and level of work being performed by people assigned to perform this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.