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TOWN OF GREENFIELD
DEPARTMENT OF PUBLIC WORKS MANAGER
Buildings and Grounds Division

JOB SUMMARY

Appointed by the Selectboard; the DPW Buildings and Grounds (B&G) Division Manager supervises, coordinates, and participates in planning and conducting, directing, and administering the operations of the Public Works Department as it pertains to Buildings and Grounds. Also serves as the Wastewater Coordinator. Carries out policies established by the Selectboard and in accordance with State statutes, Town ordinances and administrative policies; does related work as required.

SUPERVISION RECEIVED

Work is performed with considerable independence under the general supervision of the Selectboard who provide policy guidance. Uses own judgement as to the organization of department, project priorities, and manpower utilization. Consults with the Selectboard on policy matters, planning, and implementation of major/special projects, or issues concerning other departments.

SUPERVISION EXERCISED

This position is responsible for the general administrative direction of the Public Works staff, including but not necessarily limited to, the Foreman, equipment operators, laborers, and mechanics when involved in a buildings and grounds activity.

EXAMPLES OF ESSENTIAL DUTIES

1. Responsible for building repair and maintenance of the Meeting House, Town Office, Fire Station, Library, Recycling Center, DPW, and Waste Water Plant; Grounds maintenance and repair of Oak Park, Town Common, Cemeteries, and Waste Water Plant area.
2. Plans, schedules, directs, organizes, and supervises all activities and functions of Public Works as it pertains to Building & Grounds, and Wastewater projects; delegates work to subordinates as necessary. Meets with and plans major projects with Town Administrator and other Town officials. Plans work priorities with technical aspects of carrying out major work projects including contract bids.
3. Supervises and performs varied and detailed duties in administering and supervising various activities concerning building maintenance; parking lot, sidewalk, track, and entryway snow removal. Also responsible for sanding and salting same. Makes sure properties are kept safe for pedestrian and vehicular traffic. Responsible for monitoring roof snow loads and snow removal when necessary.
4. Responsible for organizing and establishing work procedures of subordinates, developing methods, determining work flow, assigning duties, purchasing supplies, and approving invoices. Modifies procedures to meet new conditions, and makes major decisions without supervision. Operates equipment and performs Public Works Department Roads Division duties if needed.
5. Coordinates emergency response to ice and snow storms, flooding conditions, wind storm damage, and other emergency conditions affecting the safe and expeditious flow of traffic on town sidewalks and parking areas.
6. Prepares and presents annual department budget and work plans for review and approval by the Selectboard and Town Administrator; presents budget request at public hearings and Town Meeting.
7. Manages the budget for the Public Works Department, B&G Division. Exercises control over expenditures to remain within the budget allocations and attempts to affect short and long term costs savings wherever possible.
8. Utilizes computer skills to develop records and maintain weekly/monthly progress reports, and building maintenance schedules. Compiles periodic reports for the Selectboard and various other officials concerning the operations of the

B&G department such as preventive maintenance schedules, facility repairs, and/or project time lines. Records and files essential information.

9. Oversees all maintenance contractors as well as the Town Gardener, Wastewater Plant Administrator, Housekeeping Staff, and Grounds Maintenance contractor.
10. Monitors interior and exterior of buildings for maintenance or repair including after rentals to insure that they are left clean with no damage. Responds to emergency requests for facility and equipment repairs. Maintains boilers and related infrastructure. Performs required tests and keeps required logs. Maintains Department of Labor safety standards at all Town buildings.
11. Responsible for other items such as flags on street poles, monitoring streetlights, overseeing voting booth set-up, picking up trash at town offices
12. Performs other related duties as assigned or required.

KNOWLEDGE SKILLS & ABILITIES REQUIRED

The Public Works B&G Division Manager must possess the ability to work effectively with staff and the public at large, including elected officials, contractors, consultants, etc. The Manager should be capable of organizing his time in order to meet deadlines, be able to delegate to and distribute personnel effectively, especially under emergency situations. Knowledge of building construction, materials and equipment: possession of sound management skills.

QUALIFICATIONS REQUIRED

High School diploma or GED preferred; 8 to 10 years of experience in building management and repair, project planning & supervision, and general administration or an equivalent combination of training, education and experience, which demonstrates possession of the required knowledge, skills and abilities. Experience in winter storm response, utilities and facilities operation and maintenance, project planning and team-orientation are necessary; strong citizen service attitude is essential. The ideal manager will have strong budget & management skills, a team oriented leadership style and demonstrated enthusiasm and imagination in pursuit of creative solutions to meet public works challenges. This position requires availability 24/7 hours per day to meet emergency situations. Possession of a valid NH operator's CDL license is a must.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 50 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.