

**DEPARTMENT:** Public Works, Engineering & Environmental Division

**JOB TITLE:** Assistant Director of Engineering & Environmental Services

**SALARY:** Londonderry Town Administrative Personnel (TAP) Association Agreement. For FY22, salary range is \$80,678 - \$102,216. This is an exempt position.

**WORK SCHEDULE:** Assigned to a forty (40) hour workweek with additional hours required when necessary.

**JOB SUMMARY / SUPERVISION:** Assists in managing the Public Works Department and staff to provide effective and efficient services to the citizens of the Town. This position involves the application of managerial and civil engineering knowledge and skills to a variety of functions within the department. Responsible for planning, directing, conducting, and administering functions of the engineering, environmental and construction services. Performs duties independently using good judgment in setting project and work priorities and scheduling. Consults with Director of Engineering & Environmental Services on policy matters, problematic situations, planning major projects, issues concerning other departments, and other matters of concern and interest to the Town.

**ACCOUNTABILITY:** Reports directly to and is accountable to the Director of Engineering & Environmental Services. Requires attendance at meetings and hearings with state and local boards, commissions, organizations, authorities, and related groups and organizations.

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

Prepares and/or oversees preparation of service contracts, design plans, construction specifications, schedules, cost estimates, and other documents for sewer, drainage, roadway and other related municipal infrastructure projects.

Reviews plans and specifications of proposed projects and participates in the design review process with other departments, consultants, or boards.

Determines project cost and feasibility by calculating labor, material and related costs of engineering design and conducting impact studies.

Oversees and/or conducts construction inspections, testing, and monitoring of public and private sewer projects to insure compliance with approved plans, specification, and correct construction methods.

Performs a variety of administrative duties pertinent to the operation of the division, such as recordkeeping and billing functions, report writing, and answering correspondence.

Prepares and maintains written records, and maintains an appropriate level of confidentiality.

Assists Director with compiling data and preparing inventory and assessment reports for streets, bridges, right-of-ways, sewer and water lines, storm drains, traffic signs and signals and other related municipal infrastructure.

Prepares and evaluates requests for proposals (RFPs), coordinates distribution, answers questions

from bidders, reviews and evaluates responses for acceptability, completeness and cost.

Complies with federal, state and local legal requirements by studying existing, new or anticipated legislation; enforcing adherence to requirements; advising management on needed actions.

Prepares and assists with writing grant applications to improve infrastructure and related municipal services.

Receives, investigates, and answers complaints from the general public about engineering and related Public Works Department problems.

Assists in preparing and maintaining department annual operating budget.

Serves on committees and attends public meetings, hearings, and professional workshops.

Establishes and maintains harmonious and effective working relationships with management, Town, and department staff, elected officials, consultants, general public, and contractors.

Issues permits to work within Town Right-of-Way.

Performs other duties as assigned by Director of Engineering & Municipal Services.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** Position requires Bachelor's Degree in Civil Engineering from an accredited college or university; and six (6) years of progressively responsible experience is required. Any combination of education and experience that demonstrates possession of required knowledge, skills, and ability will be considered. New Hampshire Professional Engineer license is preferred, but candidates in possession of relevant skills and experience will be considered.

**CERTIFICATION/LICENSE REQUIREMENTS:** A valid driver's license from state of residence is required.

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS:** Extensive knowledge of the principles of civil engineering, particularly as applied to the design and construction of streets and roads, sewer, storm water collection and water distribution systems and other related municipal facilities and infrastructure; considerable knowledge of modern construction and maintenance techniques and materials; knowledge of use of personal computer and office and engineering software applications such as word processing, spreadsheet calculation, geographic information systems (GIS) and AutoCad; ability to solve complicated engineering problems cost effectively; and ability to conduct engineering research and respective reports. Advanced interpersonal, organizational and communication skills required. Ability to work with developers, attorneys, planners, engineers, town officials, commercial and industrial clients, and the public by telephone, in writing, and in person.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to cleaning fluids, photocopier toner, eraser fluids, and printer cartridges. During fieldwork, may be exposed to wastewater, confined spaces, machinery and moving parts, chemicals and fumes, inclement weather and extended periods of standing.

**SELECTION PROCESS/APPOINTMENT:** May be required to pass personal interview, and background check, including but not limited to criminal history check, post-offer medical examination, driving record check, and alcohol and controlled substance test. Town Manager appoints based on

recommendation from the Director of Public Works and Engineering.

**APPLICATION DEADLINE: June 10, 2022 at 5:00 PM.** To be considered for an interview, please send cover letter, resume and completed Town Application (available under the Human Resources tab on the Town website) to: Lisa Drabik, Assistant Town Manager/Personnel Director, Town of Londonderry, 268B Mammoth Road, Londonderry, NH 03053. You may also submit your application materials via email to [ldrabik@londonderrynh.org](mailto:ldrabik@londonderrynh.org).

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