



CITY OF DOVER, NEW HAMPSHIRE
Position Description

Position: Director of Community Services	Position Control No: 000269
Classification-Series: Director of Community Services	FLSA Status: Exempt-Regular FT 40hr/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: Non Union – Grade 33
Organizational Unit: Community Services Department	Primary Job Location: Public Works Facility, Mast Road

JOB SUMMARY: Performs highly responsible managerial administrative and technical work in directing the operations of the Community Services Department which includes the divisions of facilities, grounds & cemetery, engineering, environmental programs, fleet services, wastewater treatment plant, and public works and water and sewer utilities.

ACCOUNTABILITY: Work is performed with considerable independence under the general administrative direction of the City Manager and is reviewed through conferences, reports and observation of program results.

SUPERVISION EXERCISED: Provides general administrative direction and supervision to all division superintendents, supervisors and staff. Outlines operating policies and issues work assignments and areas of responsibility. Evaluates completed work for effectiveness and conformity to established procedures, practices, work plan or other instructions.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; copy and facsimile machines; microfilm/fiche readers; mobile radio; pager; motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 95% Outside: 5%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Plan, organize, direct and coordinate the activities of the Community Services Department.
2. Review, establish, and implement comprehensive programs for the construction, maintenance and repair of city street, water, sewer, drainage, cemetery and park assets, including formulating and assisting in coordinating a capital improvement program.
3. Work independently and as a member of a team on activities of uncertain duration.
4. Attend to many projects and items simultaneously, or in sequence.
5. Gather, interpret, and prepare data for studies, reports and recommendations; evaluate issues and options regarding municipal public works and make recommendations.
6. Establish program and project policies; prescribes general rules, regulations and administrative policies for the Department; direct the preparation and maintenance of necessary records and reports.
7. Supervise division managers and department support staff, either directly or through subordinates. Confer frequently with division superintendents and supervisors in indicating work, assessing work progress, and resolving work problems of an administrative and professional nature.

8. Supervise the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
9. Supervise the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
10. Perform project management duties for the construction of the municipal public works projects. Review and inspect assigned projects to ensure contractor compliance with time and budget parameters for the project.
11. Coordinates the preparation of reviews and updates to the sanitary sewer, water, storm drainage, and street system maps, data base and comprehensive plans.
12. Meet with other department administrators, contractors, engineers, utility companies, and federal and state agency officials to discuss current and proposed work, work problems and work procedures; meets with various civic organizations as City Representative to discuss public works progress, needs and problems, serves on planning, cemetery, water and special assessment boards.
13. Plans, prepares, and implements, after adoption, the annual budget for all operating costs, equipment purchases, and construction and maintenance projects.
14. Participates in the collective bargaining process with the unions and associations in the department.
15. Confer with city officials in determining plans and policies to be observed in the conduct of public works operations.
16. Respond to inquiries from council members, city employees, public and private organizations and agencies and the public regarding department policies, procedures, activities and services. Resolve citizen complaints when necessary.
17. Assists and coordinates the activities of the department, in mitigating the effects of natural and man-made emergencies.
18. Organize, maintain and administer the personnel policies and procedures of the city and the department.
19. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
20. Maintain familiarity with and executes safe work procedures associated with assigned work.
21. Performs related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others</p> <p>HEARING: Necessary for receiving instructions and information.</p> <p>SIGHT: Necessary for performing job effectively.</p> <p>TASTING & SMELLING: Necessary for performing job effectively.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: Work is usually performed in an office environment. May be exposed to extremes of climate and temperature, noxious and poisonous substances and fumes, dust and other airborne particles and stinging and biting insects in the course of inspections and field work.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Extensive knowledge of public works construction and maintenance methods, materials and equipment; extensive knowledge of the principles and practices of Civil Engineering as applied to municipal public works; thorough knowledge of administrative practices and procedures as related to engineering and public works management; thorough knowledge of current literature, sources of information, trends, and developments in municipal public works administration; ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate and review the work of operating divisions; ability to establish and maintain effective working relationships with city officials, employees, officials of other governmental jurisdictions, professional employees, consultants, constructors, and the public; ability to express ideas effectively, orally and in writing.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Master’s degree with major study in civil engineering, business or public administration plus ten years progressively responsible experience in municipal public works or related engineering operations, including at least five years of progressively responsible supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None. <input type="checkbox"/> 2. Short demonstration up to 30 days. <input type="checkbox"/> 3. 30-90 days. <input type="checkbox"/> 4. 91-180 days. <input type="checkbox"/> 5. 181 days to 1 year.	<input type="checkbox"/> 6. 1 to 2 years. <input type="checkbox"/> 7. 2 to 4 years. <input type="checkbox"/> 8. 4-10 years. <input checked="" type="checkbox"/> 9. Over 10 years.
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OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. The duties and responsibilities of this position are also governed by statutes, policies, rules and regulations.