

Assistant Director of DPW

Job Summary: The Town of Northfield is seeking an experienced team player to help manage the Department of Public Works. This position involves the application of managerial and knowledge of the day to day operations of Municipal Public Works. Responsibilities for safely operating heavy equipment, directing daily operations, and administrating functions of Municipal Public Works. The Assistant Director of Public Works reports directly to the Director of Public Works, and consults with the Director on policy matters, problematic situations, planning major projects, as well as issues concerning the Public Works Department.

Essential Duties and Responsibilities- Prepares and oversees job schedules, oversees drainage projects, works with the Director of Public Works on road projects and other related municipal infrastructure projects as needed. Applies and monitors the operation of municipal heavy duty vehicles and equipment with a high priority on safety. Performs a variety of administrative duties pertaining to the operation of Municipal Public Works. Maintains an appropriate level of confidentiality at all times. Must hold a valid CDL B (A) preferred license. The successful candidate will work 40 hours per week and overtime as needed for winter snowplowing as well as other times as needed throughout the year. The Town of Northfield offers great benefits, Health Insurance, Dental Insurance, State of NH retirement, paid time off, life insurance, short term disability as well as long term disability insurance, and up to \$10,000.00 if the successful candidate has other health insurance (verification is needed).

Interested candidates may submit their resume to the Town of Northfield by mail, to the attention of Justin Bernier, Public Works Director, 21 Summer Street, Northfield, NH 03276, or email your resume to highway@northfieldnh.org , attention Justin Bernier.

Resumes will be accepted until the position is filled.

For a complete job description please visit www.northfieldnh.org

Salary: \$24.88-\$35.35