

Director of Public Works

- Has charge over construction maintenance and repairs of all town highways and bridges and the maintenance and repair of all sidewalks within the town. This excludes State highways and bridges
- Has charge over, and is responsible for all aspects of solid waste and the Amherst Transfer Station, in accordance with rules and regulations set forth by the New Hampshire Department of Environmental Services, the Town of Amherst, and the Souhegan Regional Landfill District
- Has charge over, and is responsible for routine maintenance of all town buildings.
- Has charge over, and is responsible for care and maintenance of all town commons and cemeteries
- Has the authority to employ the necessary persons and equipment within budget limitations to construct, repair, and maintain the items listed above.
- Is responsible for the budgeting and implementation of the following accounts:
 - i. 01-4194, General Government Buildings
 - ii. 07-4195, Cemeteries (Meadowview, Cricket Corner, and Chestnut Hill)
 - iii. 01-4195, Cemeteries (All cemeteries, individual burials, county workers, and maintenance)
 - iv. 01-4311, Public Works Administration
 - v. 01-4312, Department of Public Works
 - vi. 01-4326, Baboosic Lake Septic
 - vii. 01-4136, Street Lighting
 - viii. 01-4323, Souhegan Regional Landfill District
 - ix. 01-4324, Landfill Department
 - x. 01-4522, Parks and Grounds
 - xi. Any additional areas assigned by the Amherst Town Administrator.

Additionally, the role of the Public Works Director will include the following:

- To observe and adhere to policies, procedures, and regulations adopted by the Board of Selectmen relating to conduct of the business affairs of municipal departments, generally, and/or to the operations of public works specifically
- To establish and maintain ongoing and open communication and cooperation with other elected and appointed officials within the Town of Amherst so as to ensure the overall efficient and effective operation of town government
- To serve as a permanent member of the Amherst Highway Safety Committee, the Town Safety Committee, the Stormwater II Committee, the Souhegan Regional Landfill District, the Tree Committee, and the Radio Dispatch Committee
- To serve as an advisor to the Amherst Cemetery Trustees, Amherst Solid Waste Committee and Amherst Road Commission
- To serve as an advisor to the Planning board on matters of mutual concern and specifically to advise them with regard to new public or private roadways, and driveways that may be recommended for acceptance by the town

- To establish and maintain communication and cooperation with officials from other towns and the State of New Hampshire concerning matters relevant to either Amherst Department of Public Works operations or matters generally considered in the interest of public health and safety
- To establish and maintain a comprehensive record through knowledge of the roadway network and related systems within the Town of Amherst
- To plan, coordinate, and supervise the various activities of the Amherst Department of Public Works. This includes, but is not be limited to, summer and winter roadway maintenance projects, snow and ice removal, equipment care and maintenance, roadway and related system construction project planning and implementation, buildings, cemeteries, parks, Baboosic Lake Septic, and solid waste, the budget preparation and control, responses to citizen complaints, maintenance of departmental and system records, and regular reporting to the Amherst Town Administrator or his designee regarding departmental activities
- To recruit, interview, and submit to the Town Administrator the names of individuals to be employed by the Amherst Department of Public Works (Personal Action Request Form) in any capacity, full or part-time, regular or temporary in nature. To see that all outside hired contractors are under written contract, so approved, prior to employment by the Town of Amherst
- To oversee and monitor (at the direction of the Town Administrator) construction contracts for work on municipal roadways, town buildings, solid waste, municipal septic or related projects. It is expected, the Public Works Director will prepare and implement project planning and scoping, bid document development, bid analysis, and contract award for any relevant project undertaken by the town
- To maintain accurate accounts and statement of expenditures

From the Town of Amherst's Policy and Procedure Manual, 2009.