

Selectmen and Town Administrator

The Director of Public Works, shall undertake his/her duties and responsibilities as directed by the Board of Selectmen, under the supervision of the Town Administrator (RSA 231:62 (Highway Agent) and RSA 231:65 (Oath, Bond, and Supervision)). The Director of Public Works assumes responsibility for the actions of all employees under his/her jurisdiction.

The Public Works Director establishes policies and procedures as necessary to define the undertakings of the business of the Department of Public Works and, where appropriate, to identify measured standards against the department's performance.

The Amherst Director of Public Works should anticipate meeting with the Town Administrator at least once a month to review various supervisory responsibilities. Meeting topics would include, but not necessarily be limited to, budget monitoring, project oversight, and reviewing to insure effective operations of the department in any of several ways. Operations of the department can be reviewed in several ways including, but not limited to, personal observations, inspection of department projects, and regular review of reports provided by the Director on behalf of the department.

The Lead Foreman of the Department of Public Works shall act as "Second in Command" and shall act as the competent person in the absence of the Director. It is expected, clear dialogue interaction takes place between the director and Lead Foreman on a regular basis so the direction of the Department is clear to follow.

Under the direction of the Board of Selectmen and the Town Administrator;

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