
JOB POSTING

DEPUTY DIRECTOR OF PUBLIC WORKS

The **Town of Londonderry, New Hampshire**, a thriving community of 27,000 residents and one of the state's top ten largest towns, is seeking a highly motivated and experienced individual to join our Public Works Department as an **Deputy Director of Public Works**.

Londonderry offers an exceptional quality of life with a well-planned balance of residential neighborhoods and vibrant commercial development. Our strategic location in southern New Hampshire provides direct access to Interstate 93 via three exits and excellent connectivity to Manchester, Derry, and Greater Boston. We're also home to a portion of the Manchester-Boston Regional Airport (MHT), enhancing our regional accessibility.

About the Opportunity:

This pivotal role, reporting directly to the Director of Public Works and Municipal Facilities, serves as a key internal resource for a variety of engineering tasks, focusing on the town's infrastructure and technical engineering functions. You'll play a crucial part in the effective management of the Public Works Department, ensuring efficient services for the Town of Londonderry. This is a full-time position with a 40-hour workweek, with additional hours as required for meetings and hearings with various boards, commissions, and organizations.

Salary Range: \$103,000 - \$137,600

Key Responsibilities:

Project Leadership & Management:

- Lead and manage all aspects of roadway reconstruction projects, including budget, contract changes, consultant oversight, and departmental/utility coordination.
- Serve as the Owner's representative, leading project teams for roadway reconstruction and other large-scale capital projects.
- Participate in the planning, design, and public outreach for capital project proposals (sewer, water, storm drainage, bridges, roads, buildings).
- Oversee construction on neighborhood road reconstruction efforts, including field engineering, inspection, utility and drainage construction, and resident coordination.

- Work with consultants on design, permitting, and regulatory projects as the Owner's representative.

Technical Expertise & Support:

- Provide technical assistance and consultation to other town departments and boards.
- Coordinate with utility companies on project development and construction requiring utility relocation.
- Act as the central point of contact for easement acquisition on various projects.
- Develop and manage permit applications with state and federal agencies (NHDES, NHDOT, Army Corps of Engineers).
- Ensure adherence to construction standards for subdivision and private work intended for public acceptance.
- Contribute to all elements of engineering projects, including research, field survey, mapping, permitting, drafting, inspection, and record keeping.

Community & Environmental Engagement:

- Serve as the central point of contact for residential coordination on construction projects, effectively communicating design intent, mitigating concerns, and negotiating solutions.
- Assist with the implementation and annual reporting of EPA's MS4 permit requirements, including GIS mapping updates.
- Contribute to developing plans for mitigating and cleaning impaired waters, coordinating with stakeholders to define source points, prioritize work, develop budgets, and establish regulations.
- Support the development of capital projects stemming from the stormwater plan.

Departmental Support:

- Investigate public complaints and recommend corrective actions.
- Provide engineering review and consultation for projects managed by other departments.
- Assist with departmental record-keeping and reporting procedures.
- Participate in updating the Town's Infrastructure Asset Management and Pavement Management databases.
- Ensure schedules and deadlines are met.
- Assist in preparing and maintaining the departmental annual operating budget.
- Perform other duties as assigned by the Director of Public Works and Municipal Facilities.

Minimum Qualifications:

Education: Bachelor's Degree in Civil Engineering or a related field from an accredited college or university.

Experience:

- 5-7 years of progressively responsible experience in civil engineering or construction, focusing on municipal infrastructure design and construction.

- 3-5 years of demonstrated experience in roadway and utility construction design and inspection, including familiarity with survey techniques.
- Demonstrated experience in contract administration and management.

Licensure:

- Professional Engineer's (P.E.) License required.
- Other: Valid Driver's License.

Required Skills & Abilities:

- Strong working knowledge of civil engineering and surveying principles as applied to municipal infrastructure.
- Ability to work independently, exercise sound judgment, and interact effectively with diverse stakeholders.
- Excellent organizational skills.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Word and Excel.
- AutoCAD experience.
- ArcGIS experience is highly desirable.
- Working knowledge of NHDES Subsurface Disposal System requirements and Wetlands Regulations is a plus.

Application Process:

To apply, please submit a cover letter, resume, and a completed employment application (available on the [HR page of the Town website](#)) via email to hrdept@londonderrynh.gov or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053.

No phone calls or in-person applicants, please.

Application Deadline: Open until filled.

The Town of Londonderry is an Equal Opportunity Employer (EOE).

Physical Activity Requirements (With or without accommodations)

PRIMARY PHYSICAL REQUIREMENTS

| | |
|------------------------------|-----------------------|
| LIFT up to 10 lbs: | Frequently Required |
| LIFT 11 to 25 lbs: | Occasionally Required |
| LIFT 26 to 50 lbs: | Rarely Required |
| LIFT over 50 lbs: | Rarely Required |
| CARRY up to 10 lbs: | Frequently Required |
| CARRY 11 to 25 lbs: | Occasionally Required |
| CARRY 26 to 50 lbs: | Rarely Required |
| CARRY over 50 lbs: | Not Required |
| REACH above shoulder height: | Occasionally Required |
| REACH at shoulder height: | Occasionally Required |
| REACH below shoulder height: | Occasionally Required |
| PUSH/PULL: | Occasionally Required |

HAND MANIPULATION

| | |
|------------|-----------------------|
| Grasping: | Frequently Required |
| Handling: | Frequently Required |
| Torquing: | Occasionally Required |
| Fingering: | Frequently Required |

OTHER PHYSICAL CONSIDERATIONS

| | |
|------------|-----------------------|
| Twisting: | Frequently Required |
| Bending: | Frequently Required |
| Crawling: | Rarely Required |
| Squatting: | Rarely Required |
| Kneeling: | Occasionally Required |
| Crouching: | Occasionally Required |
| Climbing: | Rarely Required |
| Balancing: | Occasionally Required |

WORK SURFACE(S)

| | |
|--------------------------|---|
| Counter tops and desks | ✓ |
| Flooring (various types) | ✓ |
| Uneven surfaces | ✓ |
| Sloped Surfaces | ✓ |
| Snow or icy surfaces | ✓ |
| Grass/Pavement | ✓ |
| Vehicle Interiors | ✓ |

COGNITIVE AND SENSORY REQUIREMENTS

| | |
|-----------|---|
| Speaking: | Required to communicate orally with others |
| Hearing: | Required for communicating with employees, general public and vendors |
| Sight: | Required to perform essential job duties including driving, reviewing and drafting plans, and performing site inspections |
| Tasting: | Required to detect toxic fumes and gases |
| Smelling: | Required to detect toxic fumes and gases |

DURING AN 8 HOUR DAY,

EMPLOYEE IS REQUIRED TO:

| | | <u>Consecutive Hours</u> | | | | | | | | <u>Total Hours</u> | | | | | | | |
|-------|--|--------------------------|----------|----------|---|---|---|---|---|--------------------|----------|----------|---|---|---|---|---|
| Sit | | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 |
| Stand | | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | 1 | <u>2</u> | 3 | 4 | 5 | 6 | 7 | 8 |
| Walk | | 1 | <u>2</u> | 3 | 4 | 5 | 6 | 7 | 8 | 1 | <u>2</u> | 3 | 4 | 5 | 6 | 7 | 8 |

Equipment: Telephone, stapler, calculator, pen and pencil, personal computer and mouse-oriented software photocopier, fax machine, motor vehicle, ladders, measuring wheel and other measuring devices, hand shovel, transit and other related office and engineering tools and equipment.

Environment: Inside 40% Outside 60% (Percentage spent daily)