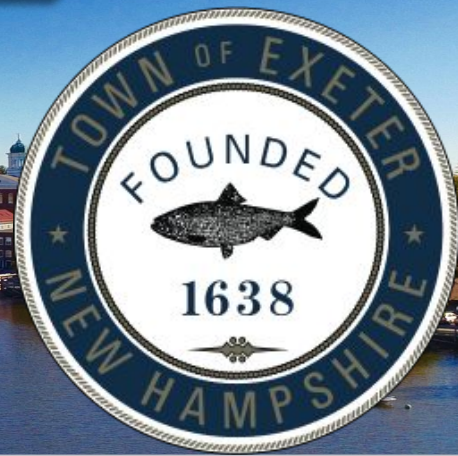


Town of Exeter, New Hampshire

Public Works Director



EXCITING CAREER OPPORTUNITY

Salary Range: to \$129K

****\$5k signing bonus after 6 months**

Application Deadline: Open until filled

To apply submit resume, cover letter, Town of Exeter application and 3 professional references to mroy@exeternh.gov

Town of Exeter, NH - (603) 418-6407 - www.exeternh.gov

THE COMMUNITY

Exeter is located in the New Hampshire seacoast area, just a few miles from the Atlantic Ocean. Exeter has a little bit of everything in its nearly 22 square miles: a historic downtown, a beautiful parkway, great public schools, train service to Boston, a full service hospital, full time Police, Fire/EMS, and Parks/Recreation services, a nice mix of restaurants, and Phillips Exeter Academy.



2022-23 Exeter Select Board

The Select Board serves as the governing body of the Town of Exeter. The Select Board is the appointing authority for several boards and committees including Planning Board, Conservation Commission, Zoning Board of Adjustment, Heritage Commission, and Historic District Commission; as well as several Town advisory committees. The Board is also responsible for appointing the Town Manager under NH RSA 37.

It's hard to beat a town in the NH region that has our proximity to Portland, Maine and Boston, lots of great community activities, and our high quality of life!

Exeter is proud of its history, which dates back to 1638, when the Town was founded by Reverend John Wheelwright. Originally, like many New England towns, Exeter was a "mill town." Over the years, Exeter has preserved many elements of its historic downtown. The Exeter River, located in downtown Exeter, ends its run and empties into the Squamscott River, which in turn empties into Great Bay. In the 1600's, the Town was built around the first dams, sawmills, and grist mills put up by early settlers including Edward and John Gilman.

Founded in 1781, Phillips Exeter Academy (PEA) maintains as strong a presence as ever in Exeter as one of the country's premier private educational institutions. The Exeter public school system maintains a strong reputation in the community as well, with the Main Street and Lincoln Street schools serving children in grades K-5. Exeter is a member of SAU16, with middle school and high school age children attending the Cooperative Middle School in Stratham, and the Exeter High School in Exeter.



In our downtown you will find our majestic Town Hall, built in 1855. A walk around the downtown will highlight Exeter's mix of old and new, including new restaurants. The downtown also features new sidewalks and a rehabilitated String Bridge, providing safe passage down to beautiful Swasey Parkway. You'll also find amazing history in the downtown with signage spread about talking about the events of the past, including the route Abraham Lincoln took when he spoke at the Town Hall in 1860.



Our iconic bandstand located in the center of downtown was a gift from Ambrose Swasey back in 1916. The American Independence Museum, Folsom Tavern, and the Ladd Gilman house all offer a unique view of Exeter history, including some of the most iconic documents of America's past.



You can get to and from Exeter on the Downeaster train, which stops on Lincoln Street. The Downeaster runs from North Station in Boston all the way up to Brunswick, Maine. Exeter is the busiest stop on the Downeaster in New Hampshire, and provides an affordable way to visit the town and spend the day.



Exeter also has a very active presence of families, and most weekends you'll find activities going on at the Recreation Park, such as youth soccer, baseball, and in the summer, our outdoor pool keeps the kids cool! The Rinks, located on Industrial Drive, is the home to the Exeter Blue Hawks hockey team and hosts many tournaments throughout the year.

The Town's Parks and Recreation Department runs a variety of programs and events that help promote Exeter as a great place to raise children and have a family. A YMCA also opened in 2016 and offers a variety of recreation programming. The Town has a number of active community leagues as well, in all areas of sports.

ABOUT PUBLIC WORKS



Department of Public Works 13 Newfields Road | Exeter, NH

OVERVIEW

The Public Works Department is committed to serving the community with excellence. We strive to maintain the road system in the best condition possible, provide a clean and ample supply of water for people to enjoy, and dispose of wastewater in a way that does not pollute.

We provide for the proper disposal of residential solid waste, ensure warm and clean municipal buildings, and maintain a safe, reliable vehicle and equipment fleet. We are committed to rendering quality work while exercising strict fiscal responsibility. Our commitment to the preservation of the town's antiquity parallels our desire to provide a progressive avenue into the next century.



The Engineering Department within DPW provides professional engineering services to all phases of town government including:

- Capital Improvement Project Management
- Planning Board Site Plan and Subdivision Technical Review
- Construction Inspection
- Town Boundary Perambulation
- Utility Pipe Layers Licensing

By providing the technical expertise the Town needs, Engineering ensures that town projects are carried out as efficiently and safely as possible.

ENGINEERING

HIGHWAY

The Highway Department is one of the most visible and most relied upon units in Public Works.

While our main duty is the maintenance of the Town streets and sidewalks we have also become the Towns' "Jack of all Trades." Our jobs vary from patching potholes to installing granite curbing. Other facets of our jobs are repairing guardrails, planting trees, building sidewalks, repairing a bridge deck, painting parking spaces, plowing snow, sanding streets/sidewalks or cleaning up fallen trees after a storm.

The Water & Sewer Department strives to protect public health through the use of long-term planning, quality engineering, and preventative maintenance.

- Drinking Water – The Town relies on a combination of surface water and groundwater to meet Exeter's water supply needs. The majority of the water produced in town comes from the surface Water Treatment Plant on Portsmouth Avenue.
- Stormwater – Exeter was required to apply to the Environmental Protection Agency (EPA) for a permit to discharge stormwater. In order to meet the requirements of the permit, Exeter must reduce pollutants in stormwater discharges to the "maximum extent practicable."
 - Wastewater – We are responsible for providing quality drinking water as well as proper treatment of wastewater before discharged to the Squamscott River.

WATER & SEWER

MAINTENANCE

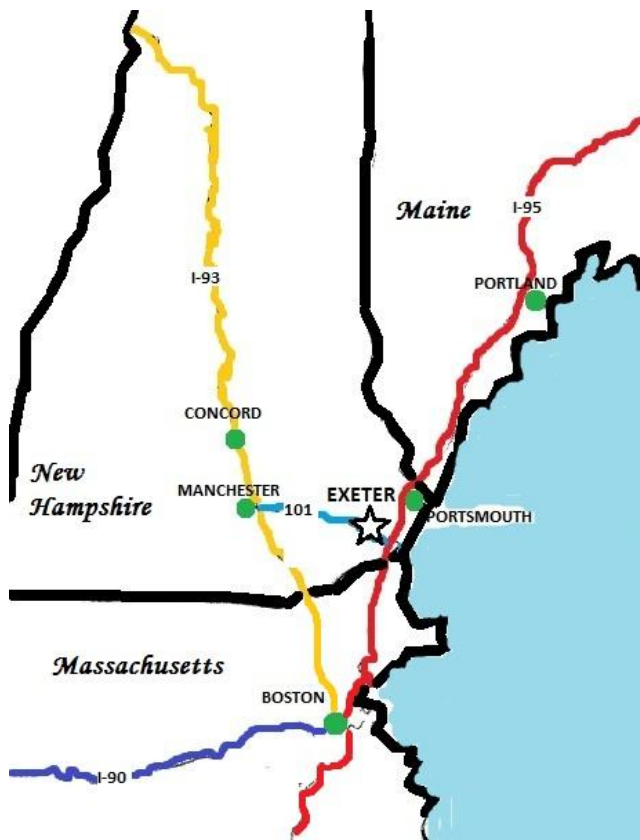
The Facility Maintenance Department is entrusted with the task of keeping

various fleet assets and buildings up and running, along with providing the material support and repairs needed for Exeter's government to be effective.

Maintaining a diverse collection of buildings and fleet vehicles requires diverse knowledge and understanding of historic and contemporary building concerns as well as current vehicle maintenance best practices.



TOWN & DPW BUDGET



The Town operates on a calendar fiscal year. An annual budget is proposed by the Budget Recommendations Committee to the Select Board in December. The budget for FY 2022 is approximately \$32.7M, including general operations, water treatment and distribution, sewage collection and disposal, solid waste disposal, plus capital improvements.

Since New Hampshire has no income tax or sales tax, property taxes account for about 38.1% of total Town revenues. Fees, licenses, permits, intergovernmental revenues and charges for services generate about 36%; another 23% comes from the proceeds from issuance of long-term debt (for capital improvements only) and inter-fund transfers; and 4% from a small amount of miscellaneous revenues including non-property tax taxes. The Town portion of the budget accounts for about 23% of the property tax rate, the school portion about 72% and the county portion about 3.92%.

The Department of Public Works Director is responsible for overseeing three separate budgets: the DPW general fund, the water fund and sewer fund that total more than \$17.4 million dollars annually in operating costs.

EXETER INFORMATION

Population: 16,049

Median Age: 46.6

Median Household Income:
\$68,984

-2020 US Census

Property Tax Rate:

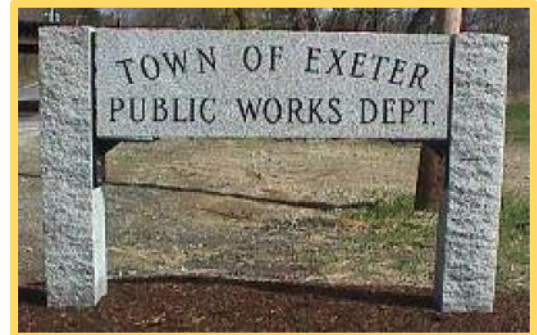
Town Rate 5.79/\$1,000

Total Rate 24.01/\$1,000

SUCCESSSES & CHALLENGES

SUCCESSSES

- **Exeter is an Award Winning Department**
 - EPA New England's Regional Wastewater Awards Program - 2021 Regional Wastewater Treatment Plant Excellence Award
 - APWA Top 10 Public Works Leader for 2022
- **Exeter has supported numerous capital projects including**
 - Brand New Wastewater Treatment Facility
 - New Ground Water Treatment Plant
 - Numerous Water/Sewer Upgrades
 - Townwide Paving Program
- **Strong Team**



CHALLENGES & OPPORTUNITIES

- EPA General Permit: Health of Squamscott River and meeting demands of the general permit
- Surface Water Treatment Plant Rehabilitation
- DPW Building and Garage Rehabilitation and Update Project
- Post COVID labor market
- Management of historic buildings

THE POSITION

The Director of Public Works is responsible for the planning, supervision and management of the public works departments four divisions: Engineering, Water & Sewer, Highway and Maintenance. The Department of Public works must manage engineering and capital projects, roadways, bridges, dams, snow removal, storm water, water, sewer, solid waste removal, town buildings, fleet, landfill, street lights, and recycling. This position reports directly to the Town Manager.

The Director of Public Works will lead and empower the DPW administrative team to provide innovative and effective solutions to the challenges of running a highly successful department. The administrative team includes the Town Engineer, the Assistant Town Engineer, the Water and Sewer Manager, the Highway Superintendent, the Maintenance Superintendent and the Business Manager.



THE IDEAL CANDIDATE

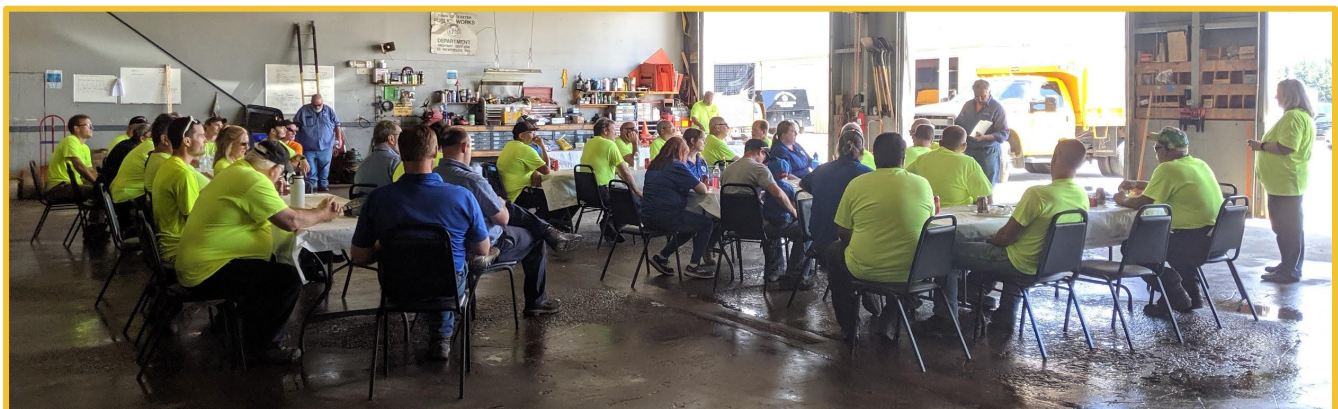
The Town of Exeter is seeking a skilled and visionary leader who will hit the ground running and can successfully lead a team of talented and committed public works professionals in a fast-paced environment with high service demand, complexity, and volume.



The candidate must be skilled at organizational development, have excellent written and oral communication skills, be creative and adaptable, and thrive in changing circumstances. Relationship building and employee engagement are essential for our next leader, who must be approachable and possess strong interpersonal skills to work effectively with internal teams, town departments, elected and appointed officials, community agencies, and members of the public.

The candidate must also see and inspire innovation within the department and foster a diverse and equitable workforce.

The new director must establish positive working relationships with the DPW administrative team. This is a highly visible position, and the candidate must be accessible and an active champion for the employees and department initiatives while understanding and supporting the big picture and objectives as determined by the Town Manager and Select Board.



COMPENSATION & BENEFITS



SALARY: Per the town's compensation plan, the salary range is up to \$130,000 commensurate with experience.

HEALTH INSURANCE: Choice from 3 plans through HealthTrust in which the town pays either 90%, 86% or 79% depending on the plan.



HEALTH CARE BUYOUT: If an employee does not need health insurance coverage they are eligible for our health care buyout program in which the employee will receive a lump sum added to their pay bi-weekly in the amount of 30% of what the town is saving.

DENTAL: 100% paid for by the town.

LIFE INSURANCE: Exempt employees receive life insurance equal to their base salary, not to exceed fifty thousand dollars.

LONG TERM DISABILITY INSURANCE: All Department Heads are eligible for long term disability paid for by the town.

PENSION: All full time employees will be enrolled in the New Hampshire Retirement System.

EMPLOYEE ASSISTANCE PROGRAM

HOLIDAYS: 12 paid holidays per year

SICK LEAVE: Employees accrue 12 hours of sick time per month.

***VACATION:** Negotiable

PERSONAL DAYS: Employees are entitled to 3 personal days per year.





For Further Information

Potential candidates are directed to the
Town of Exeter website
at www.exeternh.gov
or to contact Melissa Roy,
Assistant Town Manager/HR Director
at 603-418-6405.

To apply submit a resume, cover letter, Town of Exeter
Application and three professional references to
mroy@exeternh.gov



Come Join Our Award Winning Team!