



**TOWN OF GILFORD**  
OFFICE OF THE TOWN ADMINISTRATOR  
Scott J. Dunn, Town Administrator  
[sdunn@gilfordnh.org](mailto:sdunn@gilfordnh.org)  
Angela Bovill, Executive Assistant  
[abovill@gilfordnh.org](mailto:abovill@gilfordnh.org)  
TEL 603.527.4700  
FAX 603.527.4711

## **HELP WANTED**

### **DEPARTMENT OF PUBLIC WORKS**

#### **OPERATIONS MANAGER**

The Town of Gilford, Department of Public Works is currently accepting applications for an Operations Manager. This is a year-round, full-time position with excellent benefits as set forth in the Town's Personnel Policies. The starting salary range is \$55,452-\$68,696 DOQE. A copy of the job description is available upon request.

The Operations Manager is responsible for assisting the Director of Public Works with the supervision and administration in the planning, organizing and direction of the Department of Public Works, including oversight of operations for the Highways, Buildings & Grounds, Sewer, Vehicle Maintenance and Solid Waste under the direct supervision of the Director of Public Works. Duties include: assistance with budgeting, CIP planning, contract writing and administration, vendor relations, hiring and personnel training, management Town's Digsafe program, PubWorks work order management system and issuance/inspection of all driveway permits and street opening permits.

The ideal candidate will be motivated, of high integrity and have excellent written and oral communication skills, graduated from High School, completion of a specific course of training (or a college degree) in a public works related field PLUS at least five (5) years of progressive experience in road construction and maintenance work, and including at least three (3) years experience in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must possess a valid NH driver's license (commercial license preferred, CDL-B).

Applicants must be able and willing to perform physical labor and must be able to work evenings, weekends and holidays as-needed. Excellent organizational and communication skills along with a proven record of dedication to superior job performance are essential. Letters of interest with a statement of qualifications must be submitted to the DPW Director by 4:00pm on Friday, September 25, 2020. EOE.