



# TOWN OF AMHERST

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*Town Hall  
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## **ASSISTANT PUBLIC WORKS DIRECTOR Grade 18 (\$70,706 - \$84,496)**

The Town of Amherst is seeking an Assistant Public Works director to assist the Director in all capacities with an essential focus on road reconstruction. Work will require extensive exercise of initiative and independent judgment, it will involve a broad scope of coordinating and liaison duties. This position provides administrative direction to Division Head personnel, will represent the Director in his absence and has full authority for professional and administrative operations of the Department to include but not limited to engineering, roads, building maintenance and grounds, fleet equipment maintenance, floodplain, emergency services, and landfills. This position assists in overall management, administration and supervision of Public Works and its functions, researches, coordinates and implements State and Federal mandated programs. They will seek grants and funding for Public Works programs and projects, secure, coordinates and administers contracts, assist with the annual budget, interfaces with the public, contractors, consultants, other departments and governmental agencies concerning public works matters, initiates and develops continuing education programs for staff. For a detailed job description go to [www](http://www):