

TOWN OF HAMPDEN

PUBLIC WORKS ORDINANCE

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TABLE OF CONTENTS

ARTICLE I - GENERAL

- SECTION 1.1 - Public Works Department Created
- SECTION 1.2 - Statement of Policy
- SECTION 1.3 - Functions of Department

ARTICLE II - DIRECTOR OF PUBLIC WORKS

- SECTION 2.1 - Position Created
- SECTION 2.2 - Duties

ARTICLE III - DIVISIONS OF PUBLIC WORKS

- SECTION 3.1 - Divisions
- SECTION 3.2 - Division Heads

PUBLIC WORKS ORDINANCE

ARTICLE I -GENERAL

Section 1.1 - Public Works Department Created - In accordance with Article II, Sections 212 and 302 of the Town Charter, there is hereby established a Public Works Department.

Section 1.2 - Statement of Policy - It shall be the policy of the Town of Hampden that the basic purpose of the Hampden Public Works Department is to provide a full-time Public Service Department to the citizens of Hampden. This Department shall perform the functions described herein and such other functions as may be designated by the Town Manager.

Section 1.3 - Functions of the Public Works Department - It shall be the responsibility of the Public Works Department to operate and maintain the following municipal functions:

- a. Highways, streets, sidewalks and appurtenances;
- b. Snow removal/ice control;
- c. Gravel pits;
- d. Wood lots;
- e. Sanitary sewers;
- f. Storm sewers and drainage;
- g. Recreation areas, parks and public lands;
- h. Marina and wharves;
- i. Cemeteries; and
- j. Solid waste disposal.

ARTICLE II - Director of Public Works

Section 2.1 - Director of Public Works - There is hereby authorized and established the position of Public

Works Director. This position and duties shall be included in the personnel classification and compensation plan for the Town of Hampden. The Director of Public Works shall be appointed by the Town Manager, subject to confirmation by the Town Council, for an indefinite term and consistent with the personnel rules of the Town Charter.

Section 2.2 - Duties of the Director of Public Works - The Public Works Director shall supervise the entire operation of the Public Works Department and:

- a. Be responsible for care and maintenance of all departmental equipment and buildings;
- b. Direct and supervise all staff activities;
- c. Enforce all Town personnel rules and regulations within the Department;
- d. Prepare an annual departmental budget for the Town Manager;
- e. Submit monthly reports to the Town Manager;
- f. Serve as Road Commissioner;
- g. Serve as Town Engineer; and
- h. Perform such other duties as may be prescribed by the Town Manager or any state or local laws.

ARTICLE III - Divisions of Public Works

Section 3.1 - Divisions - The Department of Public Works shall be divided, under the direction of the Public Works Director, into the following divisions:

- a. Division of Highways - Which shall coordinate and control the activities related to the operation, maintenance and construction of roads, streets and public ways, sidewalks, storm drainage and bridges, including snow and ice removal.

- b. Division of Solid Waste Management - Which shall coordinate and control the activities related to the operation and maintenance of waste collection, processing and disposal.
- c. Division of Sanitary Sewers - Which shall coordinate and control the activities related to the operation and maintenance, repair and construction of sanitary sewer utilities.
- d. Division of Cemeteries & Parks - Which shall coordinate and control the activities related to the operation and maintenance of:
 - 1. All cemeteries under the jurisdiction of the Town; and
 - 2. Public parks and buildings, excluding those under the jurisdiction of other departments.

Under the direction of the Public Works Director, any employee of the Public Works Department will be required to perform duties in all separate divisions of the Department.

Section 3.2 - Division Heads - There are hereby authorized and established the following Division Heads. These positions will be appointed by the Town Manager on the recommendation of the Public Works Director.

- a. Highway Foreman - To supervise and direct the operation of men and equipment in the Divisions of Highways, Solid Waste Management and Sanitary Sewers.
- b. Assistant Highway Foreman - Shall serve as Highway Foreman in the absence of the Highway Foreman.
- c. Cemetery Foreman - To supervise and direct the operation of men and equipment in the Division of Cemeteries and Parks.