

Public Works

Highway Department

DESCRIPTION OF SERVICES:

The Public Works Director is responsible for the overall management of the Highway Department, including licensing, regulatory reporting, staffing, procurement, and public project oversight. Under the recent reorganization the Highway Department is responsible for all water, sewer, drainage, streets, sidewalks, signs, trash collection and traffic lights. Financially the water and sewer departments continue to be separated to allow for management of the associated enterprise accounts. The Operations Manager and a Highway Superintendent in the function of the department assist the Director. The Operations Manager prioritizes and oversees the work, administers the permitting program, conducts and monitors department safety training and assesses equipment and material needs. The highway superintendent assigns the work and oversees the daily progress.

Department responsibilities include: management of curbside trash collection & recycling contract (6300 ton/yr), operation of public space trash collection & disposal, operation of periodic household Hazardous Waste (HHW) collection and disposal program, beach cleanup and maintenance, sign installation & replacement, traffic controls, traffic lights, specialized street lights, snow plowing and removal, maintenance of Town vehicles and equipment. Additionally, the department is responsible for the operation of the Town's fueling station and service garage. A portion of the Highway Department staff maintain the Town's public spaces including 10 parks, 8 miscellaneous parcels of land/rights of way, 6 building grounds as well as the care and management of about 2550 Public shade trees.

Under the DPW re-organization the Highway Department was cut 2 labor positions but given increased access to the labor forces of the water and cemetery departments. Office staff in the Public Works Department provides support to the Director, the Operations Manager and respond to public comments and concerns. They maintain accounts billable and payable and administer staff records.

HIGHLIGHTS:

The highway department conducts many important public health safety operations including:

- Oversight of trash & recycling contract with 6300 tons annually
- Street & sidewalk repair
- Street sweeping
- Street management
- Emergency response operations
- Crosswalk painting
- Parks & public grounds
- Fueling station operations
- Traffic controls & street lights
- Management of Public Shade Trees
- HHW Collection & disposal
- Street opening permits

The primary recent accomplishment was the reconstruction of Pauline Street.

BUDGET ISSUES:

The primary budget concerns for the Highway Department are associated with the instability of fuel prices and the effect on most material purchases as well as the difficult to budget costs associated with an aging infrastructure and equipment. The department also struggles with State and Federal mandates and regulatory changes that are institutes without funding and the costs associated with emergency operations.

STAFFING:

33% Director, 50% Highway Superintendent, 2 working foreman (tree and mechanic), and 4 Truck Drivers/Laborers.

Element Totals	FY2006 Expended	FY2007 Appropriated	FY2008 Dept Request	FY2008 Recommend
Compensation	383,330	369,126	383,249	349,249
Expenses	1,206,543	1,171,924	1,186,729	1,160,804
Total	1,589,673	1,541,050	1,569,978	1,510,053
