

## **Town Engineer/Assistant Town Manager Wolfeboro NH**

The Town of Wolfeboro is seeking candidates for the position of Town Engineer/Assistant Town Manager. This position shall be the head of department for Water & Sewer Utilities and special projects as assigned by the Town Manager. The successful candidate shall have the ability to work in a team environment to update and implement critical infrastructure projects in conjunction with the other department heads examples include: the Road and Sidewalk Surface Management Plan, Storm Water drainage systems, asset management plans and best management practices.

### **EXAMPLES OF DUTIES**

- Prepare and implement operating and capital budgets
- Provides direction to the Superintendent of Water and Sewer Utilities
- Conducts short and long-term planning making recommendations to improve Towns critical infrastructure
- Perform duties of Town Manager in absence of Town Manager

### **DESIRED QUALIFICATIONS**

- Bachelor's Degree in Civil Engineering with a Professional Engineer License in the State of NH.
- Minimum 5 years' experience in Public Works utilities systems engineering and/or management.
- Ability to be a team player following local, state, and federal laws, codes, and regulations.
- Strong Microsoft Office skills.
- Ability to present complex projects to stakeholders in a manner which is easily understood by stakeholders.

For complete job description please contact Michele Chamberlain at [hrcoordinator@wolfeboronh.us](mailto:hrcoordinator@wolfeboronh.us)

First review of candidates will begin on January 16, 2022

Salary: Starting Range \$95,000 – \$105,000

Resume and/or Letter of Interest should be submitted to the Town Manager's Office by one of the following means:

#### **USPS**

Town of Wolfeboro  
Attn: James Scott Pineo – Town Manager  
PO Box 629  
Wolfeboro NH, 03894

#### **In Hand**

Wolfeboro Town Hall  
84 South Main Street

#### **Email**

[hrcoordinator@wolfeboronh.us](mailto:hrcoordinator@wolfeboronh.us)

POSTING DATE: December 12, 2022  
CLOSING DATE: Open until position is filled