PUBLIC WORKS DEPARTMENT ORDINANCE

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Enacted 7/15 /69

A. PURPOSE OF ORDINANCE

To establish a formal Public Works Department as per Sections 204.2, and 305 of the Charter.

To define the aspects of the Public Works activities, programs and operations.

To provide the citizens of the Town of Gorham better services and more efficient use of their tax money through a better directed and controlled Public Works Department, as directed by a Public Works Superintendent.

B. THE PUBLIC WORKS DEPARTMENT

A department under the Town Manager and directed by a Public Works Superintendent who is responsible to the Town Manager for the operation of the Public Works Department.

A department which shall serve the safety, comfort and welfare of the Town through the following activities:

1. Build and maintain public roads.
2. Provide snow removal and ice control on public roads.
3. Maintain public dumps and disposal areas.
4. Maintain public buildings and grounds.
5. Maintain public cemeteries.
6. Maintain Public Works equipment.
7. Maintain a continuing program of tarvia on public roads.
8. Maintain public sewers.
9. Maintain and construct bridges and culverts.
10. Assist in the removal, planting and care of town trees and forests.

C. TO CREATE THE POSITION OF PUBLIC WORKS SUPERINTENDENT

1. To be responsible to the Town Manager for the conduct and operation of the Public Works Department.
2. Plan the annual work program with the assistance of the Town Manager, and submit an annual budget to the Town Manager upon request.
3. To coordinate and direct the operation and the daily work program of the Public Works Department.
4. Shall supervise all employees of the Public Works Department and shall coordinate, assign, direct and inspect the work of employees.
5. Shall orient and train employees.
6. May attend instructional and training sessions as from time to time are offered.
7. Shall be responsible for proper and regular maintenance of Public Works equipment.
8. Shall record and maintain all records of Public Works activities. i.e. equipment maintenance, daily and monthly work reports, records of materials and labor efficiency, and payroll records.

D. ACCOUNTS AND FINANCES

All accounts and appropriations for the purpose of financing the above activities shall be accounts of the Public Works Department.