

DIRECTOR OF PUBLIC WORKS

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative, professional and technical work in planning, directing and managing the operations of the Department of Public Works; performs all other related work as required.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction and motivation of personnel; employee works independently in formulating decisions regarding all aspects of operations.

Supervision Received: Works under the direction of the Town Administrator, with considerable latitude for independent judgment and action. Employee functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required.

Supervision Given: Supervises both directly and through subordinates, a department of approximately 12 full-time employees, as well as some Senior Tax Workers.

Job Environment:

Work is generally performed under typical office conditions. Incumbent is occasionally exposed to variable outdoor weather conditions and hazards associated with construction sites and public works projects.

Regularly operates an automobile, trucks, heavy equipment, pneumatic tools, computer, telephone, and standard office machines.

Makes frequent contacts requiring perceptiveness and discretion with other town officials, town boards and commissions, local, state and federal agencies, engineers, attorneys, architects and with the general public.

Has access to all department-related confidential information.

Errors in judgment and administration may have far-reaching effects on the Town's ability to deliver services and may result in lower standards of service, substandard construction and inadequate maintenance programs with consequent danger to public health and safety; errors in supervisory and financial decisions could result in excessive costs for both construction and maintenance programs.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, directs, and administers all aspects of the Department of Public Works divisions (Highway, Transfer Station/Disposal Area, Public Building Maintenance; formulates, develops and recommends departmental policies, projects, and procedures; confers with division heads concerning ongoing and future projects.

Oversees management of department personnel administration, labor relations, training, staffing, and evaluation of employees; oversees management of departmental finances; administers all short and long term planning; maintains department records and correspondence.

Coordinates preparation of division budgets and short and long range capital expenditure programs; presents annual budget to Town Administrator for approval; reports to the Town Administrator and Board of Selectmen as required.

Oversees the planning, design and operation of the water distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, public buildings and grounds maintenance projects, equipment maintenance, and various special projects of a public works nature.

Oversees the competitive bidding process to ensure compliance with applicable regulations; prepares construction specification; prepares requests for proposals for engineering services; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Represents the department at a variety of different meeting both within and outside of the Town system; handles all media questions on behalf of the department; and is in frequent contact with county, state, and federal agencies to ensure compliance with all laws and regulations affecting the work of the department.

Obtains state and federal grants and loans for public works projects and purchases.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree public administration or technical studies preferred, with a minimum of 7 years of related experience, including two years of municipal management experience, as well as supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid Massachusetts Class A Commercial Driver's License.
Hoisting Engineer License, preferred.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the materials, methods and techniques relative to public works projects and issues; thorough knowledge of public works financing and administration; knowledge of computer applications in, word processing, data collection and spreadsheets.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of department construction and maintenance operations. Ability to prepare, present, and administer budgets and capital expenditure/projects. Ability to maintain good public relations. Ability to read, understand, and interpret technical documents; ability to prepare technical reports. Ability to communicate effectively in both written and oral form. Ability to work effectively under time constraints to meet deadlines.

Skill: Computers skills and knowledge of applications of Microsoft word, excel, outlook and Power Point; SCADA and GIS.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is required to engage in moderate physical effort in the performance of his/her duties, which include, but are not limited to: lifting and/or moving objects up to 100 pounds; ability to traverse uneven terrain and construction sites; operating all departmental vehicles, equipment, tools and apparatus, as necessary. He/she must be able to operate standard office equipment including computers and keyboards, at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)