

TOWN OF TRURO
DIRECTOR OF PUBLIC WORKS

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative, professional and engineering 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, independent judgment, and decision making in the planning, administration, operation, and execution of the department's programs, services, and infrastructure. Provides direction and motivation for personnel.

Supervision Received: Works under the direction of the Town Manager, 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 13 full-time employees.

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, computer, telephone, and standard office equipment.

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

Reviews all major engineering, design, and construction projects for the department; oversees engineering services and other technical assistance to all other town departments engaged in capital projects as required.

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

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

Works directly with architects, contractors, and clerk of the works on any major building construction or renovation.

Works with engineers and DEP concerning post-closure activities at the landfill /transfer station.

Oversees daily functions of Transfer Station.

Represents the Town at the Cape Cod Commission as appropriate.

Oversees the competitive bidding process to ensure compliance with applicable regulations; prepares construction specifications; 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 meetings 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.

Oversees Pamet Harbor dredging operations every February.

Assists harbormaster in spring setting up floats and moorings, signs, and lights, and in the fall bringing in floats and moorings, signs, and lights.

Oversees the closing of town beaches, and removal of beach sheds, signs, and other equipment and facilities.

Fills out necessary insurance paperwork in case of employee injury.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor of Science degree in civil engineering and ten years progressively responsible experience in municipal public works construction, maintenance, and engineering, five of which are in a supervisory capacity as a licensed professional engineer; or any equivalent combination of education and experience.

Special Requirements:

A license as a Registered Professional Engineer in the State of Massachusetts is required; possession of a valid Massachusetts Class D Driver's license required; CDL preferable.

Knowledge, Ability and Skill:

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

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works 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; AutoCAD engineering design and drafting software.

Physical Requirements:

Minimal physical effort generally required; work may require employee to traverse rough or uneven terrain when overseeing departmental activities. 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.)